

Organization of the Agricultural Marketing Service

I PURPOSE

The purpose of this Instruction is to outline the functions and basic organizational structure of the Agricultural Marketing Service (AMS), established under the Secretary's Memorandum No. 1320, Supplement 4; and to assign responsibilities and convey related authorities.

II ORGANIZATION

The attached block-chart of the AMS (Exhibit A) shows the approved structure of the organization to the division level.

III FUNCTIONS OF AGRICULTURAL MARKETING SERVICE

Agricultural Marketing Service is responsible for the marketing and distribution functions of the Department. These consist of marketing research and related statistical and economic research, marketing services and regulatory activities, and food distribution activities, including Section 32 and the School Lunch Program.

IV FUNCTIONS, RESPONSIBILITIES AND AUTHORITIES

A The Office of the Administrator.

1 The Administrator. The Administrator is responsible for the general direction and supervision of AMS. He reports to the Assistant Secretary for Marketing and Foreign Agriculture.

2 Deputy Administrator, Marketing Research and Statistics.
The Deputy Administrator for Marketing Research and Statistics is responsible for

a Assisting the Administrator in the over-all planning and administration of all programs and activities of AMS, and

DISTRIBUTION: To all organizational units and offices
(Washington and field) of the Department
conducting functions which were made a part
of AMS under Secretary's Memo. No. 1320
and its Supplements.

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b Planning and administering a program for research and development relating to agricultural marketing and distribution, for analyses relating to farm prices, income and population and demand for farm products, and for crop and livestock estimates.

3 Deputy Administrator, Marketing Services. The Deputy Administrator for Marketing Services is responsible for

a Assisting the Administrator in the over-all planning and administration of all programs and activities of AMS, and

b Directing and coordinating the administration of marketing services (inspection, classing, grading, standardization and market news), regulatory activities, food distribution, surplus removal and related programs and activities, and

c For the time being, administering the U. S. Warehouse Act, and administering Section 201 of the Agricultural Adjustment Act of 1938 covering adjustments in freight rates for farm products.

4 Assistant Administrator for Management. The Assistant Administrator for Management is responsible for

a Participating with the Administrator, Deputy Administrators, and other key staff members, in the over-all planning and administration of all programs and activities of AMS, with particular respect to the management aspects, and

b Formulating, directing, coordinating and integrating the over-all management, budget, fiscal, personnel, and administrative services activities to meet the requirements of the marketing and distribution programs of AMS.

B Staff Assistants.

1 Liaison Office, Commissioners of Agriculture. This office is responsible for

a Providing leadership and consulting services to assist States in the development of sound marketing service projects and coordinating similar lines of work between States.

b. Reviewing and approving projects proposed by the State Departments of Agriculture and Bureaus of Markets under matching funds provisions of the Agricultural Marketing Act of 1946.

2 Chairman, Outlook Situation Board. The Chairman of the Outlook Situation Board is responsible for

a Acting as Chairman of the Outlook Situation Board, and

b Providing for the technical review and approval of all economic Outlook and Situation reports prepared within the Department.

3 Statistical Clearance Office. The Statistical Clearance Office is responsible for

a Reviewing and clearing all forms, survey plans, and reporting requirements originating in the Department and requiring Bureau of the Budget approval,

b Providing liaison for coordination of statistical matters,

c Providing consultation services on statistical techniques,

d Evaluating the merits of alternative statistical methods, and developing new methods.

C Marketing Research and Statistics. The Agricultural Economics, Agricultural Estimates, and Marketing Research Divisions, under the supervision of the Deputy Administrator for Research and Statistics, are responsible as follows:

1 Agricultural Estimates Division. The Agricultural Estimates Division is responsible for

a Collecting, compiling, abstracting, analyzing, summarizing, interpreting, and publishing economic and statistical data relating to agriculture and food,

b Computing the parity index and determining and publishing parity prices for agricultural commodities, and

c Reporting monthly on farm employment and wage rates.

The Division Director will act as Chairman of the Crop Reporting Board.

2 Agricultural Economics Division. The Agricultural Economics Division is responsible for

a Administering the broad aspects of an economic analysis program within the AMS, and

b Performing research and statistical analysis dealing with income and prices, demand, supply and consumption of farm products, farm population and rural life, and agricultural history.

3 Marketing Research Division. The Marketing Research Division is responsible for planning and directing in cooperation with private, state, and other Federal agencies, a research program on marketing of agricultural products in order to maintain quality, reduce distribution costs, and expand outlets. These activities, including closely related development work, deal with the assembly, transportation, storage, handling, warehousing, packaging, distributing and pricing of farm products, and the structure and organization of domestic markets for them.

D Marketing and Regulatory Services. The Commodity and Food Distribution Divisions, under the supervision of the Deputy Administrator for Marketing and Regulatory Services, are responsible as follows:

1 Commodity Divisions. The Commodity Divisions consisting of (a) Cotton Division, (b) Dairy Division, (c) Fruit and Vegetable Division, (d) Grain Division, (e) Livestock Division, (f) Poultry Division, and (g) Tobacco Division, shall have responsibility for

a Providing technical guidance to and initiating recommendations for the Deputy Administrator in the formulation of programs, policies, procedures, and modifications thereof, for final action by the Administrator, in connection with marketing, purchase, diversion, export, distribution, and other programs assigned;

b Conducting service and informational programs in connection with inspection, grades and standards, market news, and other programs to effect improvement in marketing of farm products;

c Administering agricultural marketing agreement and order programs and other regulatory acts as assigned;

d Administering, in addition to the general responsibilities assigned to the Commodity Divisions and such other functions as may be assigned to them by the Deputy Administrator, the following acts as specifically assigned:

Cotton Division

- (1) Cotton Futures Act
- (2) Cotton Standards Act
- (3) Cotton Grade and Staple Statistics Act, including Ammendatory Acts:
 - (a) Smith-Doxey Act
 - (b) Cotton Service Testing Act

Fruit and Vegetable Division

- (1) Standard Container Acts
- (2) Produce Agency Act
- (3) Perishable Agricultural Commodities Act
- (4) Export Apple and Pear Act
- (5) Marketing Agreements and Orders under the Agricultural Marketing Act of 1937

Grain Division

- (1) U. S. Grain Standards Act
- (2) Federal Seed Act

Dairy Division

- (1) Federal Milk Marketing Orders under the Agricultural Marketing Act of 1937

Livestock Division

- (1) Packers and Stockyards Act
- (2) Wool Standards Act

Tobacco Division

- (1) Tobacco Stocks and Standards Act
- (2) Tobacco Inspection Act
- (3) Tobacco Seed and Plant Exportation Act
- (4) Naval Stores Act
- (5) Marketing Agreements and Orders under the Agricultural Marketing Act of 1937

2 Food Distribution Division. The Food Distribution Division is responsible for

- a Administering the National School Lunch Program;
- b Planning the distribution of commodities in connection with surplus removal programs, the National School Lunch Program, and Section 416 of the Agricultural Act of 1949;

- c Directing food preservation activities;
- d Increasing the use of plentiful food; and
- e Acting as food claimant agent for U. S. civilians and liaison with Federal Civil Defense Administration on food distribution work.

E Management Services.

The Budget and Finance, Personnel, and Administrative Services Divisions, and the Area Administrative Offices, under the supervision of the Assistant Administrator for Management, are responsible as follows:

1 Budget and Finance Division. The Budget and Finance Division is responsible for

- a Planning and administering a budgetary and fiscal program to meet the requirements of AMS activities, and
- b Developing and assisting in establishing required controls with respect to apportionments, obligations and expenditures of available funds.

2 Personnel Division. The Personnel Division is responsible for planning and administering the organization, classification, employment, employee relations, training, safety, and investigational phases of a personnel program to meet requirements of AMS activities.

3 Administrative Services Division. The Administrative Services Division is responsible for

- a Planning and administering procurement, property management, records management, real estate, space and equipment management activities to meet requirements of AMS programs,
- b Approving, for administrative feasibility and for compliance with governing rules and regulations, contracts for research work under the Agricultural Marketing Act, and
- c Administering a procedural issuance system, a forms control, and a reports and administrative analysis program.

4 Area Administrative Offices. Area administrative offices are responsible for planning and conducting administrative services, personnel, and fiscal activities as assigned within the framework of broad delegated authority for AMS within assigned geographic or functional areas.

O. V. Wells

O. V. Wells, Administrator

Attachment

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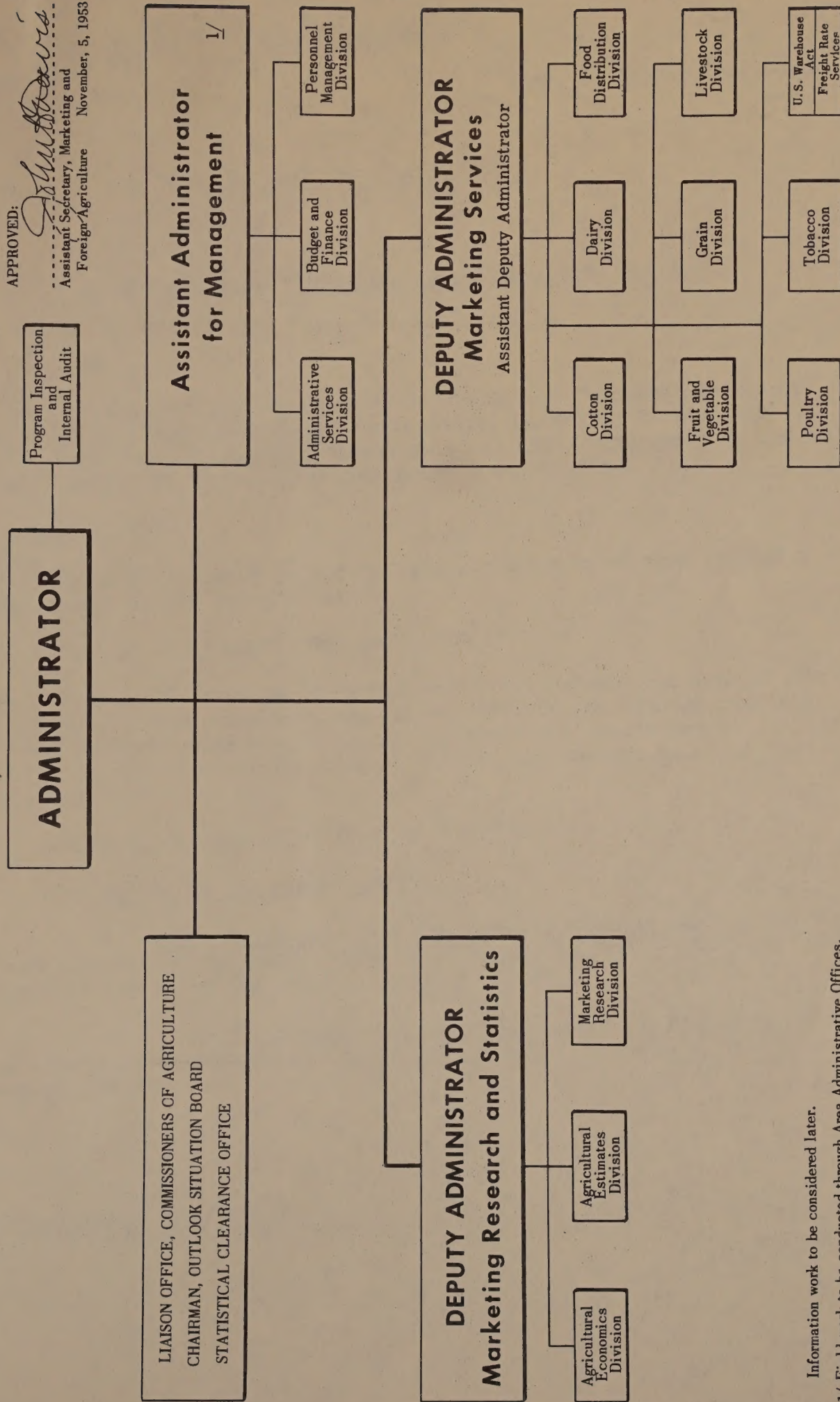
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RECOMMENDED:

W. V. Nye
Administrator, Agricultural Marketing Service

APPROVED:

John H. ...
Assistant Secretary, Marketing and
Foreign Agriculture November, 5, 1953



Information work to be considered later.

1/ Field work to be conducted through Area Administrative Offices.

RESEARCH DESIGN

Qualitative research design

- Interviews
- Focus groups
- Case studies
- Content analysis

Quantitative research design

- Surveys
- Experiments
- Quasi-experiments
- Correlational studies

Research design

Qualitative research design

Quantitative research design

- Interviews
- Focus groups
- Case studies
- Content analysis

Research design

ACTION BY: All Divisions and Offices

Organization of the Agricultural Marketing Service

I PURPOSE

The purpose of this Instruction is to outline the functions and basic organizational structure of the Agricultural Marketing Service (AMS), established under Secretary's Memorandum No. 1320, Supplement 4, and to assign responsibilities and convey related authorities.

II ORGANIZATION

The attached block chart of the AMS shows the approved structure of the organization to the division level.

III FUNCTIONS OF AGRICULTURAL MARKETING SERVICE

AMS is responsible for the marketing and distribution functions of the Department. These consist of marketing research and related statistical and economic research, marketing services and regulatory activities, and food distribution activities, including the Section 32 and School Lunch Programs.

IV FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES

A Office of the Administrator.

1 Administrator. The Administrator is responsible for the general direction and supervision of AMS. He reports to the Assistant Secretary for Marketing and Foreign Agriculture.

2 Deputy Administrator, Marketing Research and Statistics.
The Deputy Administrator for Marketing Research and Statistics is responsible for:



(IV A 2)

a Assisting the Administrator in the overall planning and administration of all programs and activities of AMS, and

b *-Planning and administering (1) a program for research and development relating to agricultural marketing and distribution, (2) economic analysis and statistical programs relating to prices, income, food demand and consumption, farm population and rural life, and agricultural history, and (3) crop and livestock estimates and reporting programs relating to production, price, supply, and other aspects of the agricultural economy.-*

3 Deputy Administrator, Marketing Services. The Deputy Administrator for Marketing Services is responsible for:

a Assisting the Administrator in the overall planning and administration of all programs and activities of AMS;

b *-Directing and coordinating the administration of marketing services (inspection, grading, classing, standardization, testing, market news and reports, and other services related to improving marketing practices), marketing agreements and orders, regulatory activities, market outlet and food distribution, school lunch, school milk, surplus removal transportation activities under section 201 of the Agricultural Adjustment Act of 1938 and section 203(j) of the Agricultural Marketing Act of 1946, and related programs and activities.

ment in freight rates for farm products.

4 Assistant Administrator for Management. The Assistant Administrator for Management is responsible for:

a Participating with the Administrator, Deputy Administrators, and other key staff members in the overall planning and administration of all programs and activities of AMS, with particular respect to the management aspects, and

b Formulating, directing, coordinating, and integrating the overall management, budget, fiscal, personnel, and administrative services activities to meet the requirements of the marketing and distribution programs of AMS.

(IV)

B Staff Assistants and Staff Divisions.

1 *1/ matching fund Prog., State Depts. of Agric.*
Liaison, Commissioners of Agriculture. This office is responsible for:

a Providing leadership and consulting services to assist States in the development of sound marketing service projects and coordinating similar lines of work between States, and

b Reviewing and approving projects proposed by the State Departments of Agriculture and Bureaus of Markets under matching funds provisions of the Agricultural Marketing Act of 1946.

2 Chairman, Outlook and Situation Board. The Chairman of the Outlook and Situation Board is responsible for:

a Acting as Chairman of the Outlook and Situation Board, and

b Providing for the technical review and approval of all economic Outlook and Situation reports prepared within the Department.

3 *-Statistical Clearance and Standards -* This office is responsible for:

a Reviewing and clearing all forms, survey plans, and reporting requirements originating in the Department and requiring Bureau of the Budget approval;

b Providing liaison for coordination of statistical matters;

c Providing consultation services on statistical techniques, and

d Evaluating the merits of alternative statistical methods, and developing new methods.

4 *-Marketing Information Division. The Marketing Information Division is responsible for planning and administering an information program involving all of the broad marketing and distribution functions of AMS.--*

(IV B)

5 *Program Appraisal and Audit Division. The Program Appraisal and Audit Division is responsible for:

a Administering the program appraisal, internal and external audit, and investigatory service programs of AMS, and

b Developing, installing, and revising accounting systems, methods, and procedures for market administrators and control committees operating under marketing agreements and orders.-*

C Marketing Research and Statistics. The Agricultural Economics, Agricultural Estimates, and Marketing Research Divisions, under the supervision of the Deputy Administrator for Research and Statistics, are responsible as follows:

1 Agricultural Economics Division. The Agricultural Economics Division is responsible for:

a Administering the broad aspects of an economic analysis program within the AMS, and

b Performing research and statistical analyses dealing with income and prices, demand, supply, and consumption of farm products, farm population and rural life, and agricultural history.

2 Agricultural Estimates Division. The Agricultural Estimates Division is responsible for:

a Collecting, compiling, abstracting, analyzing, summarizing, interpreting, and publishing economic and statistical data relating to agriculture and food;

b Computing the parity index and determining and publishing parity prices for agricultural commodities, and

c Reporting monthly on farm employment and wage rates. The Division Director acts as Chairman of the Crop Reporting Board.

(IV C)

3 Marketing Research Division. The Marketing Research Division is responsible for:

a *-Planning and administering, in cooperation with private, State, and other Federal agencies, broad agricultural marketing research and development programs of AMS, authorized by the Agricultural Marketing Act of 1946, and

b Carrying out authorized marketing research relating to (1) distribution and merchandising of agricultural products with emphasis on products in abundant supply and requiring additional outlets; (2) measurement, protection, and improvement of quality of agricultural products as they pass through the marketing system with emphasis on the physiological, biochemical, pathological, and entomological problems encountered and on the physical and biological evaluation of quality factors; (3) transportation, wholesaling and retailing, handling and facilities, and market facility planning for agricultural products with emphasis on economic and engineering research; and (4) marketing of specific agricultural commodities; organization structure and practices of commodity markets; and informational, statistical, and other services needed for the management of market firms, with emphasis on economic and cost analysis research.-*

D Marketing Services. The commodity divisions, the Food Distribution Division, and the Special Services Division, under the supervision of the Deputy Administrator for Marketing Services, are responsible as follows:

1 Commodity Divisions. The commodity divisions, consisting of (a) Cotton Division, (b) Dairy Division, (c) Fruit and Vegetable Division, (d) Grain Division, (e) Livestock Division, (f) Poultry Division, and (g) Tobacco Division, shall have responsibility for:

a Providing technical guidance to and initiating recommendations for the Deputy Administrator in the formulation of programs, policies, procedures, and modifications thereof, for final action by the Administrator, in connection with marketing, purchase, sale, diversion, export, distribution, and other programs assigned;

b Conducting marketing service and informational programs in connection with inspection, grading, classing, standardization, testing, market news and reporting, and other service programs to effect improvement in marketing of farm products;

(IV D 1)

c Administering agricultural marketing agreement and order programs and other regulatory acts as assigned;

d Administering, in addition to the general responsibilities assigned to the commodity divisions and such other functions as may be assigned to them by the Deputy Administrator, the following acts as specifically assigned:

Cotton Division

- (1) Cotton Futures Act
- (2) Cotton Standards Act
- (3) Cotton Grade and Staple Statistics Act, including Amendatory Acts:
 - (a) Smith-Doxey Act
 - (b) Cotton Service Testing Act

Fruit and Vegetable Division

- (1) Standard Container Acts
- (2) Produce Agency Act
- (3) Perishable Agricultural Commodities Act
- (4) Export Apple and Pear Act
- (5) Marketing Agreements and Orders under the Agricultural Marketing Agreement Act of 1937 + import controls under 7 U.S.C. 608e

Grain Division

- (1) U. S. Grain Standards Act
- (2) Federal Seed Act

Dairy Division

- (1) Federal Milk Marketing Orders under the Agricultural Marketing Agreement Act of 1937

Livestock Division

- (1) Packers and Stockyards Act
- (2) Wool Standards Act

Tobacco Division

- (1) Tobacco Stocks and Standards Act
- (2) Tobacco Inspection Act
- (3) Tobacco Seed and Plant Exportation Act
- (4) Naval Stores Act
- (5) Marketing Agreements and Orders under the Agricultural Marketing Agreement Act of 1937

2 Food Distribution Division. The Food Distribution Division is responsible for:

- a Administering the National School Lunch Program;
- b *-Administering the Special School Milk Program;-*

(IV D 2)

c Planning the distribution of commodities in connection with surplus removal programs, the National School Lunch Program, and Section 416 of the Agricultural Act of 1949;

d Directing food preservation activities;

e Increasing the use of plentiful food, and

f Acting as food claimant agent for U. S. civilians and working with Federal Civil Defense Administration on problems of emergency food supply and distribution.

3 *Special Services Division. The Special Services Division is responsible for:

a Administering the U. S. Warehouse Act;

b Administering provisions of Section 201 of the Agricultural Adjustment Act of 1938, Section 203(j) of the Agricultural Marketing Act, and related authorities covering adjustment in freight rates for farm products, and

c Acting for or assisting on assignment from the Administrator or Deputy Administrator in directing and coordinating the planning activities and operations assigned AMS with respect to civil defense and defense production and mobilization planning, and

d Other marketing services programs and activities as assigned.--*

E Management Services. The Budget and Finance, Personnel, and Administrative Services Divisions, and the Area Administrative Divisions, under the supervision of the Assistant Administrator for Management, are responsible as follows:

1 Budget and Finance Division.*-Except as indicated in Section IV B 5 b, the Budget and Finance Division is responsible for:--*

a Planning and administering a budgetary and fiscal program to meet the requirements of AMS activities, and

b Developing and assisting in establishing required controls with respect to apportionments, obligations, and expenditures of available funds.

(IV E)

2 Personnel Division. The Personnel Division is responsible for planning and administering the organization, classification, wage and salary, employment, employee relations, training, safety, and health. The phases of a personnel program to meet requirements of AMS activities.

3 Administrative Services Division. The Administrative Services Division is responsible for:

a Planning and administering procurement, real and personal property, records, and communications management activities to meet requirements of AMS programs;

b Approving, for administrative feasibility and for compliance with governing rules and regulations, *(1) cooperative agreements and *(2) contracts for research work under the Agricultural Marketing Act, and

c Administering a procedural issuance system, a forms management program, and a reports management program.

4 Area Administrative Divisions. Area administrative divisions are responsible for planning and conducting administrative services, personnel, budget, fiscal, and financial management activities as assigned within the framework of broad delegated authority for AMS within assigned geographic or functional areas.

O. V. Wells

O. V. Wells
Administrator

Attachment

INFORMATION OF: All Divisions and Offices

AMS Organization, Functions, and Delegations of Authority

I PURPOSE

This Instruction outlines the organization and functions of AMS, and certain delegations of authority within AMS.

II GENERAL

AMS publishes in the Federal Register statements on its organization and functions and also certain delegations of authority made to AMS officials. These statements, as they appear in the Federal Register, are attached as Exhibit A. (Delegations of authority included in the Exhibit are those down through the division director only.) A general statement of AMS functions is contained in Section 1 of Exhibit A.

III ORGANIZATION CHART

A block chart showing the approved organizational structure of AMS to the division level is also attached.

IV AVAILABILITY OF INFORMATION AND RECORDS

See Section 16 of Exhibit A for information on the availability of information and records of AMS.

O. V. Wells

O. V. Wells
Administrator

Attachments

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL MARKETING SERVICE

ORGANIZATION, FUNCTIONS, AND DELEGATIONS OF AUTHORITY

Pursuant to authority (19 F.R. 74) delegated to the Administrator, Agricultural Marketing Service, the material appearing at 22 F.R. 1452, as amended by material appearing at 23 F.R. 1606 and 6328, is hereby revoked and the following is substituted therefor;

ORGANIZATION AND FUNCTIONS

Section 1. General. The Agricultural Marketing Service, hereinafter referred to as "AMS", was created by the Secretary's Memorandum No. 1320, Supplement 4, of November 2, 1953, under the authority of Section 161, Revised Statutes (5 U.S.C. 22), Reorganization Plan No. 2 of 1953 (5 U.S.C. 133z-15), and related authorities. AMS is organized to aid in advancing the orderly and efficient marketing and the effective distribution of products from the Nation's farms. The domestic marketing and distribution functions of the Department are centered in AMS. AMS is also responsible for the coordination of all statistical and related economic analysis work of the Department. The primary functions of AMS include marketing research and development programs relating to the assembly, transportation, storage, handling, packaging, distribution and pricing of farm products, and the structure, financing and organization of domestic markets; economic analysis and statistical programs relating to agricultural prices and income, commodity outlook and situation, food demand and consumption, farm population and rural life, and agricultural history; crop and livestock estimates and reporting programs relating to production, value and utilization of farm crops and livestock and livestock products, and prices received and paid by farmers; marketing services (market news, standardization, inspection, classing, grading) programs contributing to the efficient and orderly marketing of agricultural commodities; freight rate services to assist in obtaining and maintaining equitable transportation rates and services on farm supplies and products; marketing regulatory programs aimed at protecting farmers and others from financial loss resulting from deceptive, careless, and fraudulent marketing practices; school lunch program

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aimed at improving the health and well-being of the Nation's school children and broadening the market for agricultural food commodities; surplus removal of agricultural commodities and marketing agreement and order programs designed to maintain prices received by farmers and establish and maintain orderly marketing conditions; and assigned civil defense and defense mobilization activities involving planning for processing and distributing foods and fibers under emergency conditions. AMS has also been delegated authority for, and is called upon, to perform certain other services for Federal, State and private agencies, on a reimbursable or advance payment basis. These include, among others, the special milk program, and administration of Section 708 of the National Wool Act of 1954. The central office of AMS is located at Washington, D. C., but a large part of the program activity is carried on through various field offices of the several Washington commodity and functional divisions.

Sec. 2. The Office of the Administrator.

(a) The Administrator. The Administrator is responsible for the general direction and supervision of programs and activities assigned to AMS. He reports to the Assistant Secretary for Marketing and Foreign Agriculture.

(b) Deputy Administrator, Economics and Statistics. The Deputy Administrator for Economics and Statistics is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all programs and activities of the AMS; and

(2) Directing and coordinating the administration of basic economic analysis and statistical programs, crop and livestock estimates and reporting programs, programs for the coordination, review, clearance and improvement of statistics in the Department, programs providing for the technical review and approval of economic outlook and situation reports, assigned civil defense and defense mobilization activities, and other related programs and activities. These programs and activities are carried out by three functional Divisions, the Agricultural Economics, Agricultural Estimates, and Statistical Standards Divisions, and a staff assistant (Chairman, Outlook and Situation Board), located at Washington, D. C., and by field State Statistical offices on agricultural estimates and reporting and functional field branch offices on economic analysis and statistics.

(c) Deputy Administrator, Marketing Research. The Deputy Administrator for Marketing Research is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all policies, programs and activities of AMS;

(2) Directing and coordinating the administration of research and development programs relating to marketing and distribution to improve and facilitate the marketing of agricultural commodities involving market development, marketing technology, market organization and cost, transportation and facilities, foreign grants and contract research, assigned civil defense and defense mobilization activities, and other related programs and activities. These programs and activities are carried out by four functional Divisions, the Marketing Economics Research, Market Development Research, Market Quality Research, and Transportation and Facilities Research Divisions, located at Washington, D. C., and by functional field branch offices on marketing economics, market development, market quality and transportation and facilities research; and

(3) Serving as the focal point in AMS on Research and Marketing Act Advisory Committee activities.

(d) Deputy Administrator, Marketing Services. The Deputy Administrator for Marketing Services is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all policies, programs and activities of AMS; and

(2) Directing and coordinating the administration of the marketing services, freight rate services, marketing regulatory, school lunch, surplus removal, marketing agreements and orders, special milk, assigned civil defense and defense mobilization activities, and other related programs and activities. These programs and activities are carried out by seven commodity Divisions (Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry and Tobacco), and two functional Divisions (Food Distribution and Special Services), located at Washington, D. C., and by functional field branch offices of these Divisions.

(e) Assistant Administrator for Management. The Assistant Administrator for Management under the direction and supervision of the Administrator is responsible for:

(1) Participating with the Administrator, Deputy Administrators, and other key staff members, in the over-all planning and formulation of all policies, programs and activities of AMS, with particular emphasis on the management aspects; and

(2) Directing and coordinating the administration and integration of the over-all management, budget, fiscal, personnel, and administrative services programs necessary to meet the requirements of the marketing and distribution programs and assigned civil defense and defense mobilization activities of AMS. These programs and activities are carried out by the Administrative Services, Budget and Finance, and Personnel Divisions located at Washington, D. C., and by field Area Administrative Divisions.

Sec. 3. Staff Assistants and Staff Divisions.

(a) Liaison, Matching Fund Program, State Departments of Agriculture. This office under the direction and supervision of the Administrator is responsible for:

(1) Providing leadership and consulting services to assist States in the development and execution of matched-funds marketing service projects, under the provisions of the Agricultural Marketing Act of 1946, as amended, and coordinating similar lines of work between States; and

(2) Reviewing and approving such projects proposed by the State Departments of Agriculture, Bureaus of Markets, and similar State agencies.

(b) Marketing Information Division. The Marketing Information Division under the direction and supervision of the Administrator is responsible for planning and administering an information program involving the activities of AMS. In addition to the central office located at Washington, D. C., this program is carried on through area Information Offices.

(c) Internal Audit Division. The Internal Audit Division under the direction and supervision of the Administrator is responsible for planning and administering the program appraisal and audit and investigatory services programs necessary to meet the requirements of the over-all programs and activities of AMS. In addition to the central office located at Washington, D. C., this program is carried on through area offices.

Sec. 4. Economics and Statistics. The Agricultural Economics, Agricultural Estimates and Statistical Standards Divisions, and the Chairman of the Outlook and Situation Board under the direction and supervision of the Deputy Administrator for Economics and Statistics are responsible as follows:

(a) Agricultural Economics Division. The Agricultural Economics Division is responsible for:

(1) Planning and administering economic analysis and statistical research and service programs relating to farm prices, demand for and consumption of farm products, agricultural history; farm income, relationships between the farm economy and the national economy, and the economic forces affecting the general levels of demand, prices and income in agriculture; farm population, farm manpower, levels of living, rural development, and other rural problems and trends; and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Agricultural Estimates Division. The Agricultural Estimates Division is responsible for:

(1) Planning and administering crop and livestock estimates and reporting programs including estimates of acreages, yields, production, stocks, value and utilization of farm crops; numbers, production, value and utilization of livestock and livestock products; prices received by farmers for products sold and prices paid for commodities and services bought for living and production; farm employment and wage rates; quantities of various foodstuffs in cold storage; and other aspects of the agricultural economy;

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(2) Computing the parity index and determining and publishing parity prices for agricultural commodities;

(3) Administering the Peanut Statistics Act and the Turpentine and Rosin Statistics Act; and

(4) Executing assigned civil defense and defense mobilization activities. The Division Director serves as Chairman of the Crop Reporting Board.

(c) Statistical Standards Division. The Statistical Standards Division under the direction and supervision of the Deputy Administrator for Economics and Statistics is responsible for:

(1) Reviewing all statistical forms, survey plans, and reporting and record keeping requirements originating in the Department and requiring approval by the Bureau of the Budget;

(2) Providing liaison for coordination of statistics within the Department and with other statistical agencies;

(3) General improvement of statistical methods and techniques in AMS and throughout the Department through counseling, investigation of alternative methods and techniques, and development of new methods and techniques; and

(4) Systems analysis, programming, and processing of data by electronic and electro-mechanical equipment to meet the requirements of the over-all programs and activities of AMS.

(d) Chairman, Outlook and Situation Board. The Chairman of the Outlook and Situation Board under the direction and supervision of the Deputy Administrator for Economics and Statistics is responsible for:

(1) Serving as Chairman of the Outlook and Situation Board, and

(2) Providing for the technical review and approval of all economic Outlook and Situation reports prepared within the Department.

Sec. 5. Marketing Research. The Marketing Economics Research, Market Development Research, Market Quality Research, and Transportation and Facilities Research Divisions under the direction and supervision of the Deputy Administrator for Marketing Research are responsible as follows:

(a) Marketing Economics Research Division. The Marketing Economics Research Division is responsible for:

(1) Planning and administering marketing research programs, including economic and cost analysis research relating to the marketing of specific agricultural commodities, the organizational structure and practices of commodity markets, informational, statistical, and other services needed for the management of marketing firms, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Market Development Research Division. The Market Development Research Division is responsible for:

(1) Planning and administering marketing research programs relating to market potentials, distribution, and merchandising of agricultural products, with emphasis on products in abundant supply requiring additional outlets, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

(c) Market Quality Research Division. The Market Quality Research Division is responsible for:

(1) Planning and administering marketing research programs involving the measurement, improvement and protection of quality of agricultural products as they pass through the marketing system with emphasis on the physiological, biochemical, pathological and entomological problems encountered, physical and biological evaluation of quality factors, and related activities, and

(2) Executing assigned civil defense and defense mobilization activities.

(d) Transportation and Facilities Research Division. The Transportation and Facilities Research Division is responsible for:

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(1) Planning and administering marketing research programs to improve the physical handling of farm and food products, including transportation, containers, wholesaling, retailing, handling methods and equipment, marketing facilities, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

Sec. 6. Marketing Services. The Commodity Divisions, consisting of the Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, and Tobacco Divisions, and the Food Distribution and Special Services Divisions, under the direction and supervision of the Deputy Administrator for Marketing Services, are responsible as follows:

(a) Cotton Division. The Cotton Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, classing, grading, and testing), surplus removal, expansion of market outlets, marketing regulatory, and related programs for cotton, cotton linters, cottonseed, cotton products, and other vegetable fibers and related commodities as authorized by Cotton Futures provisions of Internal Revenue Code of 1954, U. S. Cotton Standards Act, as amended, Cotton Statistics and Estimates Act, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Dairy Division. The Dairy Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing agreements and orders, surplus removal, expansion of market outlets, and related programs for milk and dairy products as authorized by the Agricultural Marketing Agreement Act of 1937, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Directing market news services on poultry and poultry products, and domestic rabbits; and

(3) Executing assigned civil defense and defense mobilization activities.

(c) Fruit and Vegetable Division. The Fruit and Vegetable Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing agreements and orders, marketing regulatory, surplus removal, expansion of market outlets, and related programs for fruits and vegetables, their products and other assigned commodities as authorized by the Standard Container Acts of 1916 and 1928, as amended, Produce Agency Act, as amended, Perishable Agricultural Commodities Act, 1930, as amended, Export Apple and Pear Act, Agricultural Marketing Agreement Act of 1937, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Section 8e of the Agricultural Adjustment Act of 1933, as added August 28, 1954, and amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(d) Grain Division. The Grain Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, grading, and testing), marketing regulatory, surplus removal, expansion of market outlets, and related programs for grain, grain products, seeds, beans, peas, rice, hay and related commodities as authorized by the U. S. Grain Standards Act, as amended, Federal Seed Act, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Planning and administering market news services on molasses and sugar cane syrups; and

(3) Executing assigned civil defense and defense mobilization activities.

(e) Livestock Division. The Livestock Division is responsible for:

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(1) Planning and administering marketing services (market news, standardization, and grading), marketing regulatory, surplus removal, expansion of market outlets, and related programs for livestock, meat, meat products, wool, mohair, and related commodities as authorized by Packers and Stockyards Act, 1921, as amended, Wool Standards Act, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(f) Poultry Division. The Poultry Division is responsible for:

(1) Planning and administering marketing services (standardization, inspection, and grading), surplus removal, expansion of market outlets, and related programs for poultry, poultry products, domestic rabbits, and related commodities as authorized by Poultry Products Inspection Act (71 Stat. 441), Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Formulating policies for market news service on poultry and poultry products, and domestic rabbits, which are administered by the Dairy Division; and

(3) Executing assigned civil defense and defense mobilization activities.

(g) Tobacco Division. The Tobacco Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing agreements and orders, marketing regulatory, surplus removal, expansion of market outlets, statistical reporting and related programs for tobacco, tobacco products and by-products, naval stores, and related commodities as authorized by Tobacco Stocks and Standards Act of 1929, as amended, Tobacco Inspection Act, as amended, Tobacco Plant and Seed Exportation Act, Naval Stores Act, Agricultural Marketing Agreement Act of 1937, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(h) Food Distribution Division. The Food Distribution Division is responsible for:

(1) Planning and administering food distribution programs including school lunch, special milk, direct distribution, food trades, food preservation, and related programs as authorized by National School Lunch Act, as amended, P.L. 85-478 as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, and Section 416 of the Agricultural Act of 1949, as amended, and other authorities; and

(2) Executing civil defense and defense mobilization activities which include acting as food claimant for U. S. civilians, and working with the Office of Civil and Defense Mobilization on problems of emergency food supply and distribution.

(i) Special Services Division. The Special Services Division is responsible for:

(1) Administering the U. S. Warehouse Act, as amended:

(2) Administering provisions of Section 201 of the Agricultural Adjustment Act of 1938, Section 203 (j) of the Agricultural Marketing Act of 1946, and certain related authorities covering adjustment in freight rates and services for agricultural products and farm supplies;

(3) Acting for, or assisting on assignment from, the Office of the Administrator in directing and coordinating the planning activities and operations assigned AMS with respect to civil defense and defense mobilization; and

(4) Executing other marketing services programs and activities as assigned.

Sec. 7. Management Services. The Administrative Services, Budget and Finance, and Personnel Divisions, and the Area Administrative Divisions, under the direction and supervision of the Assistant Administrator for Management are responsible as follows:

(a) Administrative Services Division. The Administrative Services Division is responsible for:

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(1) Planning and administering procurement, real and personal property, records, communications, procedures, forms, reports, paperwork, and related management services programs necessary to meet requirements of the over-all programs and activities of AMS;

(2) Approving, for administrative feasibility and for conformance with governing rules and regulations, cooperative agreements and related documents, and contracts for research work under the Agricultural Marketing Act of 1946, as amended;

(3) Developing standards and procedures for the preparation of program dockets and authorities, and clearing for conformance with governing rules and regulations materials to be published in the Federal Register and the Code of Federal Regulations; and

(4) Providing staff assistance to the Assistant Administrator for Management in the coordination of management improvement including the preparation of management improvement reports, coordination of administrative management activities cutting across administrative division lines, maintaining followup and coordination on administrative actions necessary as a result of audits, committee management activities of AMS, and defense planning administrative activities of AMS.

(b) Budget and Finance Division. The Budget and Finance Division is responsible for:

(1) Planning and administering the budget, fiscal, and related financial programs necessary to meet requirements of the over-all programs and activities of AMS;

(2) Developing and assisting in establishing required controls with respect to apportionments, obligations, and expenditures of available funds; and

(3) Developing, installing and revising accounting systems, methods and procedures for market administrators and control committees operating under marketing agreements and orders.

(c) Personnel Division. The Personnel Division is responsible for planning and administering the organization, classification, wage and salary, employment, employee relations, training, safety, and health phases of a personnel program to meet requirements of the over-all programs and activities of AMS.

(d) Area Administrative Divisions. Area Administrative Divisions are responsible for planning and carrying out administrative services, budget, fiscal, and personnel management, and related programs necessary to meet requirements of the over-all programs and activities of AMS within assigned geographic and functional areas.

DELEGATIONS OF AUTHORITY

Sec. 8. Deputy Administrators. Under the direction and supervision of the Administrator, the Deputy Administrator, Economics and Statistics, the Deputy Administrator, Marketing Research, and the Deputy Administrator, Marketing Services, are hereby delegated the authority, severally, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator. The authority herein conferred upon each Deputy Administrator shall be exercised by each of such officers in connection with the programs and activities of AMS assigned now or hereafter to the direction and supervision of the respective Deputy Administrator.

Sec. 9. Assistant Administrator for Management. Under the direction and supervision of the Administrator, the Assistant Administrator for Management is hereby delegated the authority to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator, with respect to formulating, directing, coordinating, and integrating the over-all management, budget, fiscal, personnel, and administrative services programs and activities to meet the requirements of AMS.

Sec. 10. Staff Assistants and Staff Divisions. Under the direction and supervision of the Administrator, the officer in charge of the Liaison, Matching Fund Program, State Departments of Agriculture, office; and Directors of the Marketing Information and the Internal Audit Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and

powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 11. Economics and Statistics Divisions and Staff Assistant. Under the direction and supervision of the Deputy Administrator, Economics and Statistics, the Directors of the Agricultural Economics, the Agricultural Estimates, the Statistical Standards Divisions and the Chairman, Outlook and Situation Board, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 12. Marketing Research Divisions. Under the direction and supervision of the Deputy Administrator, Marketing Research, the Directors of the Marketing Economics Research, Market Development Research, Market Quality Research, and the Transportation and Facilities Research Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 13. Marketing Services Divisions. Under the direction and supervision of the Deputy Administrator, Marketing Services, the Directors of the Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, Tobacco, Food Distribution, and the Special Services Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 14. Management Services Divisions. Under the direction and supervision of the Assistant Administrator for Management, the Directors of the Administrative Services, Budget and Finance, Personnel and the Area Administrative Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them,

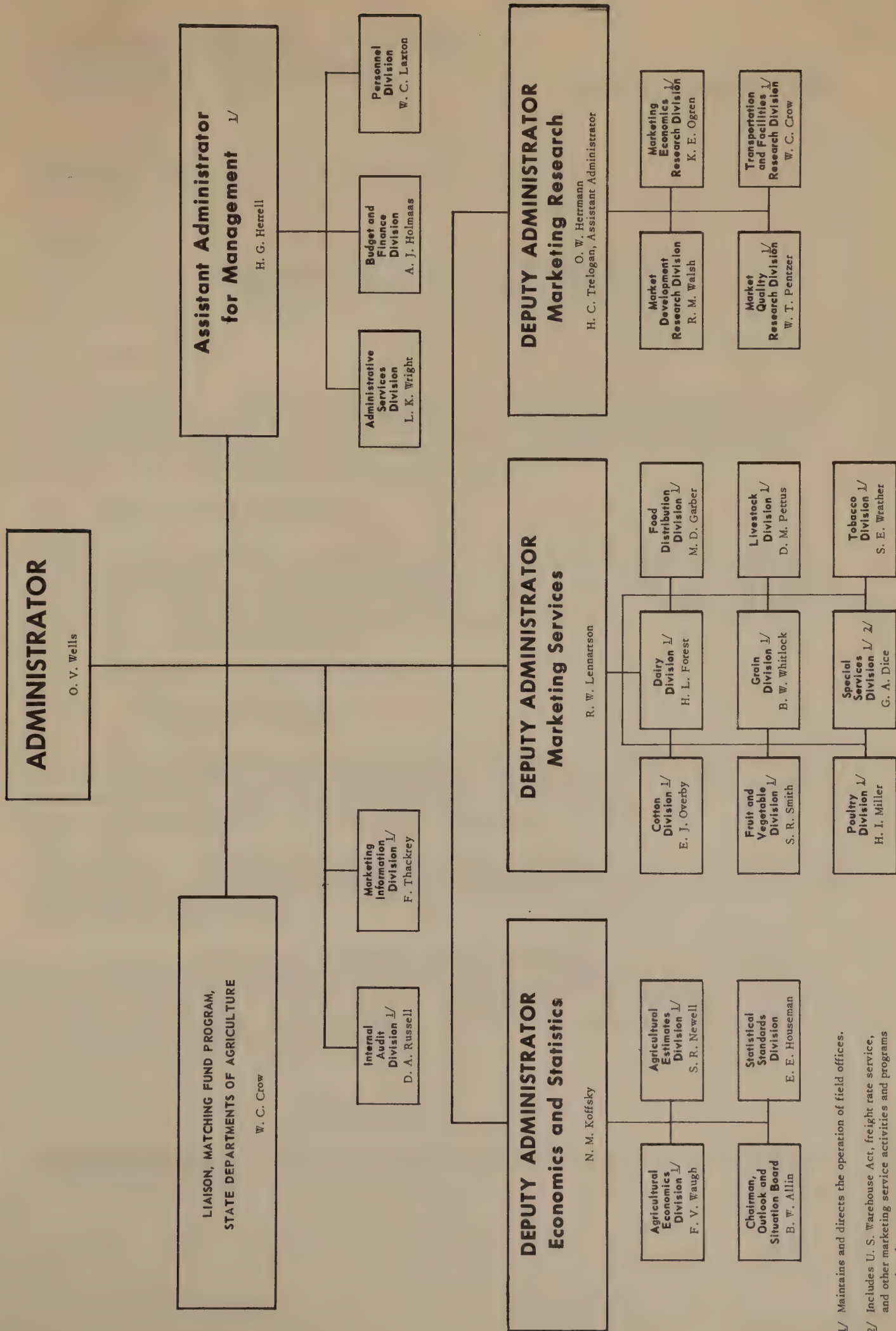
to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, delegated or assigned to the Assistant Administrator for Management.

Sec. 15. Concurrent authority and responsibility to the Administrator. No delegation or authorization prescribed herein shall preclude the Administrator, each Deputy Administrator, or the Assistant Administrator for Management, from exercising any of the powers or functions or from performing any of the duties conferred herein, and any such delegation or authorization is subject at all times to withdrawal or amendment by the Administrator and in their respective fields, by each Deputy Administrator, or the Assistant Administrator for Management. The officers to whom authority is delegated herein shall (a) maintain close working relationships with the officers to whom they report, (b) keep them advised with respect to major problems and developments, and (c) discuss with them proposed actions involving major policy questions or other important considerations or questions, including matters involving relationships with other Federal agencies, other agencies of the Department, other Divisions or Offices of AMS, or other Governmental or private organizations or groups.

Sec. 16. Availability of information and records. Any person desiring information or to make submittals or requests with respect to the programs and functions of AMS should address his request to: Administrator, Agricultural Marketing Service, U. S. Department of Agriculture, Washington 25, D. C. or to the Director of the particular Division or Office, Agricultural Marketing Service, U. S. Department of Agriculture, Washington 25, D. C. The availability of information and records of AMS and its Divisions and offices is governed by the rules of the Secretary in subpart A of Part 1, Title 7, Code of Federal Regulations.

Sec. 17. Other authorizations and delegations. All actions relating to any programs or activities affected hereby, and previous delegations of authority with respect to such programs or activities shall remain in effect except as they are inconsistent herewith or are hereafter amended or revoked under proper authority; and nothing herein shall affect the validity of anything heretofore done under previous delegations of authority or assignment of functions. The delegations and authorizations prescribed herein to Divisions and Offices of AMS are subject to such delegations and authorizations as are granted by the AMS Instructions and otherwise.

OCTOBER 9, 1959



1/ Maintains and directs the operation of field offices.

2/ Includes U. S. Warehouse Act, freight rate service, and other marketing service activities and programs as assigned.

ACTION BY: Division Directors and Staff Officers

Coordination of Section 6 and Section 32
Programs in the Formulative Stages

I PURPOSE

This Instruction prescribes procedures necessary to give effect to the assigned functions and responsibilities for bringing about coordination in the development of Section 6 and Section 32 programs, including program dockets, procedures, and instructions.

II DELEGATION OF AUTHORITY

The Office of the Deputy Administrator for Marketing Services (hereinafter referred to as the Deputy Administrator) is assigned the responsibility for carrying out the coordination function for the program aspects of Section 6 and Section 32 procedures and instructions.

III PREPARATION OF DOCKET PROPOSALS

A Responsibilities.

1 General Policy on Docket Proposals. Proposals involving primarily one division shall be prepared by such division. Where more than one division is concerned, the proposal shall be prepared by the division designated by the Deputy Administrator.

2 Section 6 Programs Docket Proposals. The Food Distribution Division is responsible for preparing the docket proposals in cooperation with the division which is responsible for the commodity.

3 Section 32 Programs Docket Proposals. The division responsible for the commodity is responsible for preparing the docket proposals. Where the proposals involve distribution to nonprofit school lunch programs or other eligible outlets, they shall be prepared in cooperation with the Food Distribution Division.

(III A)

4 Budgetary Docket Proposals. Proposals to modify approved dockets brought about as a result of periodic reviews of funds by the Budget and Finance Division should be prepared by that Division and cleared with the subject matter division(s).

5 Other Docket Proposals. Proposals, such as those involving the use of funds for specific operations, shall be prepared by the division that is primarily affected or which has been given the responsibility under approved dockets. Where there is no such specific assignment of responsibility, the Deputy Administrator, in cooperation with the divisions concerned, shall designate the division to prepare the proposal.

B Instructions.

1 Notice to Deputy Administrator. The originating division shall notify the Deputy Administrator when a preliminary or discussion draft of the docket, procedure, or instruction has been prepared.

2 Clearances. The Deputy Administrator, in collaboration with the originating division, shall schedule necessary clearances and expedite the clearance process by providing all interested persons opportunity for timely participation in the review of the docket proposal, procedure, or instruction, and shall utilize such time-saving methods as (a) the conference method of review, (b) the use of working teams in drafting necessary revisions, and (c) the establishment of deadlines for comment and further consideration.

C Release of Final Docket Drafts. Following the clearances provided above, the originating division shall present the docket in final form to the Secretary, CCC, for review and circulation not later than Thursday noon of the week prior to the date schedules for presentation to the Board.

D Release of Procedures, Instructions, etc. Following the clearances provided above, approved drafts of procedures and instructions shall be returned to the originating division, which division shall be responsible for their release, including responsibility for arranging for distribution and reproduction.

O. V. Wells

O. V. Wells
Administrator

(c) Deputy Administrator, Marketing Research. The Deputy Administrator for Marketing Research is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all policies, programs and activities of AMS;

(2) Directing and coordinating the administration of research and development programs relating to marketing and distribution to improve and facilitate the marketing of agricultural commodities involving market development, marketing technology, market organization and cost, transportation and facilities, foreign grants and contract research, assigned civil defense and defense mobilization activities, and other related programs and activities. These programs and activities are carried out by four functional Divisions, the Marketing Economics Research, Market Development Research, Market Quality Research, and Transportation and Facilities Research Divisions, located at Washington, D. C., and by functional field branch offices on marketing economics, market development, market quality and transportation and facilities research; and

(3) Serving as the focal point in AMS on Research and Marketing Act Advisory Committee activities.

(d) Deputy Administrator, Marketing Services. The Deputy Administrator for Marketing Services is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all policies, programs and activities of AMS; and

(2) Directing and coordinating the administration of the marketing services, freight rate services, marketing regulatory, school lunch, surplus removal, marketing agreements and orders, special milk, assigned civil defense and defense mobilization activities, and other related programs and activities. These programs and activities are carried out by seven commodity Divisions (Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry and Tobacco), and *-three-* functional Divisions (Food Distribution, *-Packers and Stockyards,* and Special Services) located at Washington, D. C., and by functional field branch offices of these Divisions.

*

*

(e) Assistant Administrator for Management. The Assistant Administrator for Management under the direction and supervision of the Administrator is responsible for:

(1) Participating with the Administrator, Deputy Administrators, and other key staff members, in the over-all planning and formulation of all policies, programs and activities of AMS, with particular emphasis on the management aspects; and

(2) Directing and coordinating the administration and integration of the over-all management, budget, fiscal, personnel, and administrative services programs necessary to meet the requirements of the marketing and distribution programs and assigned civil defense and defense mobilization activities of AMS. These programs and activities are carried out by the Administrative Services, Budget and Finance, and Personnel Divisions located at Washington, D. C., and by field Area Administrative Divisions.

Sec. 3. Staff Assistants and Staff Divisions.

(a) Liaison, Matching Fund Program, State Departments of Agriculture. This office under the direction and supervision of the Administrator is responsible for:

(1) Providing leadership and consulting services to assist States in the development and execution of matched-funds marketing service projects, under the provisions of the Agricultural Marketing Act of 1946, as amended, and coordinating similar lines of work between States; and

(2) Reviewing and approving such projects proposed by the State Departments of Agriculture, Bureaus of Markets, and similar State agencies.

(b) Marketing Information Division. The Marketing Information Division under the direction and supervision of the Administrator is responsible for planning and administering an information program involving the activities of AMS. In addition to the central office located at Washington, D. C., this program is carried on through area Information Offices.

(a) Marketing Economics Research Division. The Marketing Economics Research Division is responsible for:

(1) Planning and administering marketing research programs, including economic and cost analysis research relating to the marketing of specific agricultural commodities, the organizational structure and practices of commodity markets, informational, statistical, and other services needed for the management of marketing firms, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Market Development Research Division. The Market Development Research Division is responsible for:

(1) Planning and administering marketing research programs relating to market potentials, distribution, and merchandising of agricultural products, with emphasis on products in abundant supply requiring additional outlets, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

(c) Market Quality Research Division. The Market Quality Research Division is responsible for:

(1) Planning and administering marketing research programs involving the measurement, improvement and protection of quality of agricultural products as they pass through the marketing system with emphasis on the physiological, biochemical, pathological and entomological problems encountered, physical and biological evaluation of quality factors, and related activities, and

(2) Executing assigned civil defense and defense mobilization activities.

(d) Transportation and Facilities Research Division. The Transportation and Facilities Research Division is responsible for:

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(1) Planning and administering marketing research programs to improve the physical handling of farm and food products, including transportation, containers, wholesaling, retailing, handling methods and equipment, marketing facilities, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

Sec. 6. Marketing Services. The Commodity Divisions, consisting of the Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, and Tobacco Divisions, and the Food Distribution, *-Packers and Stockyards, -* and Special Services Divisions, under the direction and supervision of the Deputy Administrator for Marketing Services, are responsible as follows:

(a) Cotton Division. The Cotton Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, classing, grading, and testing), surplus removal, expansion of market outlets, marketing regulatory, and related programs for cotton, cotton linters, cottonseed, cotton products, and other vegetable fibers and related commodities as authorized by Cotton Futures provisions of Internal Revenue Code of 1954, U. S. Cotton Standards Act, as amended, Cotton Statistics and Estimates Act, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Dairy Division. The Dairy Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing agreements and orders, surplus removal, expansion of market outlets, and related programs for milk and dairy products as authorized by the Agricultural Marketing Agreement Act of 1937, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Directing market news services on poultry and poultry products, and domestic rabbits; and

(3) Executing assigned civil defense and defense mobilization activities.

(c) Fruit and Vegetable Division. The Fruit and Vegetable Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing agreements and orders, marketing regulatory, surplus removal, expansion of market outlets, and related programs for fruits and vegetables, their products and other assigned commodities as authorized by the Standard Container Acts of 1916 and 1928, as amended, Produce Agency Act, as amended, Perishable Agricultural Commodities Act, 1930, as amended, Export Apple and Pear Act, Agricultural Marketing Agreement Act of 1937, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Section 8e of the Agricultural Adjustment Act of 1933, as added August 28, 1954, and amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(d) Grain Division. The Grain Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, grading, and testing), marketing regulatory, surplus removal, expansion of market outlets, and related programs for grain, grain products, seeds, beans, peas, rice, hay and related commodities as authorized by the U. S. Grain Standards Act, as amended, Federal Seed Act, as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Planning and administering market news services on molasses and sugar cane syrups; and

(3) Executing assigned civil defense and defense mobilization activities.

(e) Livestock Division. The Livestock Division is responsible for:

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* (1) Planning and administering marketing services (market news,
* standardization, and grading), *** surplus removal, expansion of
market outlets, and related programs for livestock, meat, meat products,
wool, mohair, and related commodities as authorized by *** the Wool
Standards Act, Section 32 of the Agricultural Adjustment Act of
August 24, 1935, as amended, Agricultural Marketing Act of 1946, as
amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization
activities.

(f) Poultry Division. The Poultry Division is responsible for:

(1) Planning and administering marketing services (standardization,
inspection, and grading), surplus removal, expansion of market outlets,
and related programs for poultry, poultry products, domestic rabbits,
and related commodities as authorized by Poultry Products Inspection
Act (71 Stat. 441), Section 32 of the Agricultural Adjustment Act of
August 24, 1935, as amended, Agricultural Marketing Act of 1946, as
amended, and other authorities;

(2) Formulating policies for market news service on poultry and
poultry products, and domestic rabbits, which are administered by the
Dairy Division; and

(3) Executing assigned civil defense and defense mobilization
activities.

(g) Tobacco Division. The Tobacco Division is responsible for:

(1) Planning and administering marketing services (market news,
standardization, inspection, and grading), marketing agreements and
orders, marketing regulatory, surplus removal, expansion of market out-
lets, statistical reporting and related programs for tobacco, tobacco
products and by-products, naval stores, and related commodities as
authorized by Tobacco Stocks and Standards Act of 1929, as amended,
Tobacco Inspection Act, as amended, Tobacco Plant and Seed Exportation
Act, Naval Stores Act, Agricultural Marketing Agreement Act of 1937,
as amended, Section 32 of the Agricultural Adjustment Act of August 24,
1935, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization
activities.

(h) Food Distribution Division. The Food Distribution Division is responsible for:

(1) Planning and administering food distribution programs including school lunch, special milk, direct distribution, food trades, food preservation, and related programs as authorized by National School Lunch Act, as amended, P. L. 85-478 as amended, Section 32 of the Agricultural Adjustment Act of August 24, 1935, as amended, and Section 416 of the Agricultural Act of 1949, as amended, and other authorities; and

(2) Executing civil defense and defense mobilization activities which include acting as food claimant for U. S. civilians, and working with the Office of Civil and Defense Mobilization on problems of emergency food supply and distribution.

*(i) Packers and Stockyards Division. The Packers and Stockyards Division is responsible for: *

(1) Administering provisions of the Packers and Stockyards Act, as amended; and *

(2) Executing assigned civil defense and defense mobilization activities.-* *

(j) Special Services Division. The Special Services Division is responsible for:

(1) Administering the U. S. Warehouse Act, as amended;

(2) Administering provisions of Section 201 of the Agricultural Adjustment Act of 1938, Section 203 (j) of the Agricultural Marketing Act of 1946, and certain related authorities covering adjustment in freight rates and services for agricultural products and farm supplies;

(3) Acting for, or assisting on assignment from, the Office of the Administrator in directing and coordinating the planning activities and operations assigned AMS with respect to civil defense and defense mobilization; and

(4) Executing other marketing services programs and activities as assigned.

Sec. 7. Management Services. The Administrative Services, Budget and Finance, and Personnel Divisions, and the Area Administrative Divisions, under the direction and supervision of the Assistant Administrator for Management are responsible as follows:

(a) Administrative Services Division. The Administrative Services Division is responsible for:

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(1) Planning and administering procurement, real and personal property, records, communications, procedures, forms, reports, paperwork, and related management services programs necessary to meet requirements of the over-all programs and activities of AMS;

(2) Approving, for administrative feasibility and for conformance with governing rules and regulations, cooperative agreements and related documents, and contracts for research work under the Agricultural Marketing Act of 1946, as amended;

(3) Developing standards and procedures for the preparation of program dockets and authorities, and clearing for conformance with governing rules and regulations materials to be published in the Federal Register and the Code of Federal Regulations; and

(4) Providing staff assistance to the Assistant Administrator for Management in the coordination of management improvement including the preparation of management improvement reports, coordination of administrative management activities cutting across administrative division lines, maintaining followup and coordination on administrative actions necessary as a result of audits, committee management activities of AMS, and defense planning administrative activities of AMS.

(b) Budget and Finance Division. The Budget and Finance Division is responsible for:

(1) Planning and administering the budget, fiscal, and related financial programs necessary to meet requirements of the over-all programs and activities of AMS;

(2) Developing and assisting in establishing required controls with respect to apportionments, obligations, and expenditures of available funds; and

(3) Developing, installing and revising accounting systems, methods and procedures for market administrators and control committees operating under marketing agreements and orders.

(c) Personnel Division. The Personnel Division is responsible for planning and administering the organization, classification, wage and salary, employment, employee relations, training, safety, and health phases of a personnel program to meet requirements of the over-all programs and activities of AMS.

(d) Area Administrative Divisions. Area Administrative Divisions are responsible for planning and carrying out administrative services, budget, fiscal, and personnel management, and related programs necessary to meet requirements of the over-all programs and activities of AMS within assigned geographic and functional areas.

DELEGATIONS OF AUTHORITY

Sec. 8. Deputy Administrators. Under the direction and supervision of the Administrator, the Deputy Administrator, Economics and Statistics, the Deputy Administrator, Marketing Research, and the Deputy Administrator, Marketing Services, are hereby delegated the authority, severally, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator. The authority herein conferred upon each Deputy Administrator shall be exercised by each of such officers in connection with the programs and activities of AMS assigned now or hereafter to the direction and supervision of the respective Deputy Administrator.

Sec. 9. Assistant Administrator for Management. Under the direction and supervision of the Administrator, the Assistant Administrator for Management is hereby delegated the authority to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator, with respect to formulating, directing, coordinating, and integrating the over-all management, budget, fiscal, personnel, and administrative services programs and activities to meet the requirements of AMS.

Sec. 10. Staff Assistants and Staff Divisions. Under the direction and supervision of the Administrator, the officer in charge of the Liaison, Matching Fund Program, State Departments of Agriculture, office; and Directors of the Marketing Information and the Internal Audit Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and

powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

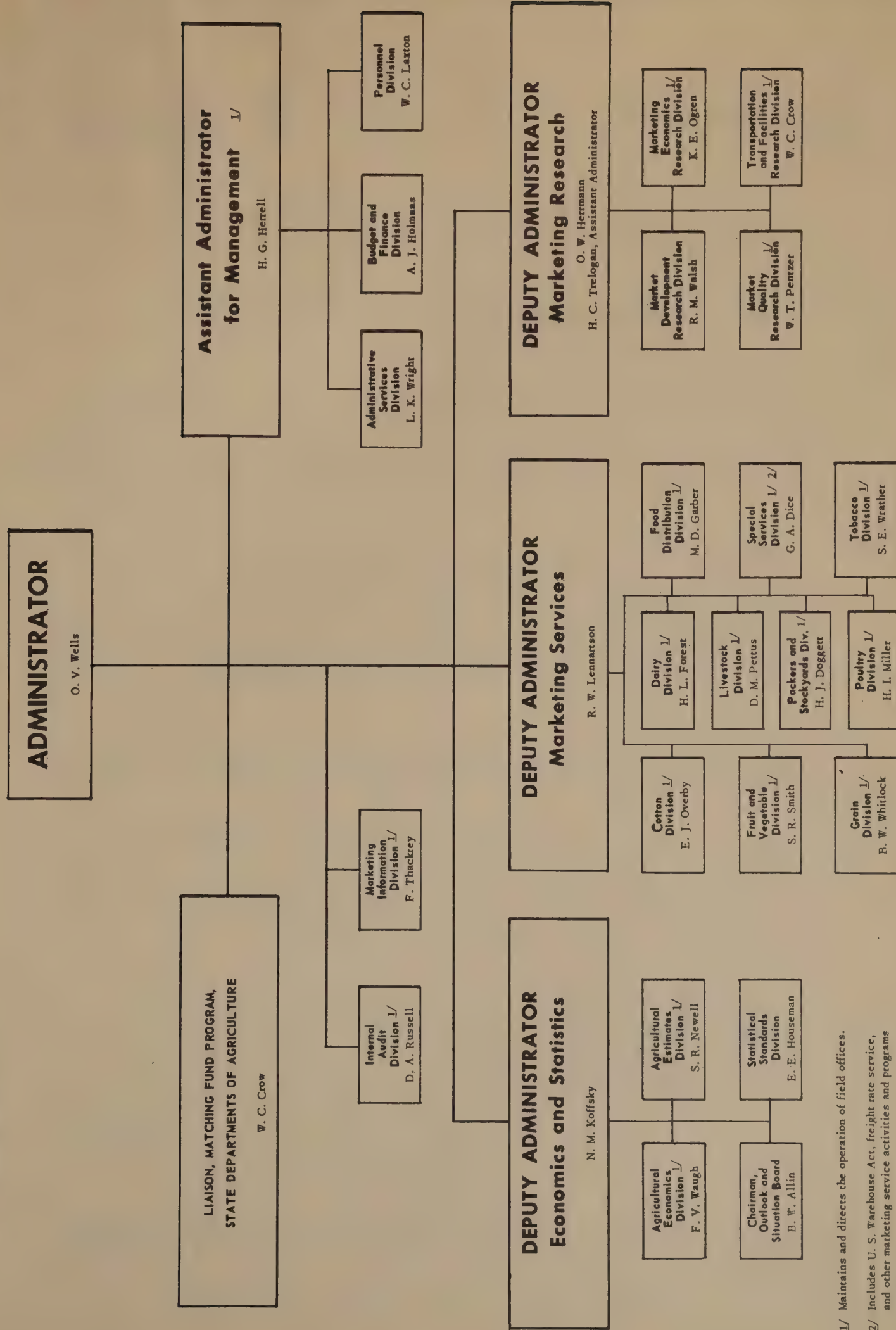
Sec. 11. Economics and Statistics Divisions and Staff Assistant. Under the direction and supervision of the Deputy Administrator, Economics and Statistics, the Directors of the Agricultural Economics, the Agricultural Estimates, the Statistical Standards Divisions and the Chairman, Outlook and Situation Board, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 12. Marketing Research Divisions. Under the direction and supervision of the Deputy Administrator, Marketing Research, the Directors of the Marketing Economics Research, Market Development Research, Market Quality Research, and the Transportation and Facilities Research Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

* Sec. 13. Marketing Services Division. Under the direction and supervision of the Deputy Administrator, Marketing Services, the Directors of the Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, Tobacco, Food Distribution, *-Packers and Stockyards, -* and Special Services Divisions are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power or redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 14. Management Services Divisions. Under the direction and supervision of the Assistant Administrator for Management, the Directors of the Administrative Services, Budget and Finance, Personnel and the Area Administrative Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them,

JUNE 2, 1960



1/ Maintains and directs the operation of field offices.

2/ Includes U. S. Warehouse Act, freight rate service, and other marketing service activities and programs as assigned.

INFORMATION FOR: All Divisions and Offices

AMS Organization, Functions, and Delegations of Authority

I PURPOSE

This Instruction outlines the organization and functions of AMS, and certain delegations of authority within AMS.

II GENERAL

AMS publishes statements in the Federal Register on its organization and functions and also certain delegations of authority made to AMS officials. These statements, as they appear in the Federal Register, are attached as Exhibit A. (Delegations of authority included in the Exhibit are those down through the division director only.) A general statement of AMS functions is contained in Section 1 of Exhibit A.

III ORGANIZATION CHART

A block chart showing the approved organizational structure of AMS to the division level is also attached.

IV AVAILABILITY OF INFORMATION AND RECORDS

See Section 13 of Exhibit A for information on the availability of information and records of AMS.



S. R. Smith
Administrator

Attachments

DEPARTMENT OF AGRICULTURE

AGRICULTURAL MARKETING SERVICE

ORGANIZATION, FUNCTIONS, AND DELEGATIONS OF AUTHORITY

Pursuant to authority (19 F.R. 74, as amended) delegated to the Administrator, Agricultural Marketing Service, the material appearing at 25 F.R. 436, as amended by material appearing at 25 F.R. 6218 and 9228, is hereby revoked and the following is substituted therefor;

ORGANIZATION AND FUNCTIONS

Section 1. General. The Agricultural Marketing Service, hereinafter referred to as "AMS", was created by the Secretary's Memorandum No. 1320, Supplement 4, of November 2, 1953, under the authority of Section 161, Revised Statutes (5 U.S.C. 22), Reorganization Plan No. 2 of 1953 (5 U.S.C. 133z-15), and related authorities. AMS is organized to aid in advancing the orderly and efficient marketing and the effective distribution of products from the nation's farms. The domestic marketing and distribution functions of the Department are centered in AMS. The primary functions of AMS include marketing research which is designed to evaluate, maintain and improve the quality of agricultural commodities as they pass through the marketing system and to increase the efficiency of marketing commodities in the broad fields of facilities, handling and transportation; direct distribution and food stamp programs designed to distribute food to the needy and institutions; food trades programs designed to increase the movement of plentiful foods through normal channels of trade; marketing services (market news, standardization, inspection, classing, grading) programs contributing to the efficient and orderly marketing of agricultural commodities; freight rate services to assist in obtaining and maintaining equitable transportation rates and services on farm supplies and products; marketing regulatory programs aimed at protecting farmers and others from financial loss resulting from deceptive, careless, and fraudulent marketing practices; school lunch program aimed at improving the health and well-being of the nation's school children and

broadening the market for agricultural food commodities; surplus removal of agricultural commodities designed to maintain prices received by farmers and establish and maintain orderly marketing conditions; and assigned civil defense and defense mobilization activities involving planning for processing and distributing foods and fibers under emergency conditions. AMS has also been delegated authority and is called upon to perform certain other services for Federal, State and private agencies, on a reimbursable or advance payment basis, such as the special milk program. The central office of AMS is located at Washington, D.C., but a large part of the program activity is carried on through various field offices of the several Washington divisions.

Sec. 2. The Office of the Administrator.

(a) The Administrator. The Administrator is responsible for the general direction and supervision of programs and activities assigned to AMS. He reports to the Assistant Secretary for Marketing and Foreign Agriculture.

(b) The Associate Administrator. The Associate Administrator shares overall responsibility with the Administrator for the general direction and supervision of programs and activities assigned to AMS.

(c) Deputy Administrator, Marketing Research. The Deputy Administrator for Marketing Research is responsible for:

(1) Participating with the Administrator in the overall planning and formulation of all policies, programs and activities of AMS; and

(2) Directing and coordinating the administration of research and development programs relating to marketing and distribution to improve and facilitate the marketing of agricultural commodities involving marketing technology, transportation and facilities, foreign grants and contract research, assigned civil defense and defense mobilization activities, and other related programs and activities. These programs and activities are carried out by two functional research Divisions, the Market Quality Research, and Transportation and Facilities Research Divisions, located at Washington, D.C., and by functional field branch offices; and

(3) Serving as the focal point in AMS on Research and Marketing Act Advisory Committee activities.

(d) Deputy Administrator, Marketing Services. The Deputy Administrator for Marketing Services is responsible for:

(1) Participating with the Administrator in the overall planning and formulation of all policies, programs and activities of AMS; and

(2) Directing and coordinating the administration of the marketing services programs including the standardization, inspection, grading, and classing of agricultural commodities; market news; expansion of market outlet including plentiful foods; assigned civil defense and defense mobilization activities; and, other related programs and activities. These programs and activities are carried out by seven commodity Divisions (Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, and Tobacco) and the Food Distribution Division located at Washington, D.C., and by functional field branch offices of these Divisions.

(e) Deputy Administrator, Regulatory Programs. The Deputy Administrator for Regulatory Programs is responsible for:

(1) Participating with the Administrator in the overall planning and formulation of all policies, programs, and activities of AMS; and

(2) Directing and coordinating the administration of marketing regulatory program and related activities involving the Packers and Stockyards, Standard Containers, Export Apple and Pear, Perishable Agricultural Commodities, Federal Seed, U.S. Warehouse, Produce Agency, Export Grape and Plum, and the Tobacco Plant and Seed Exportation Acts; freight rate services under section 201 of the Agricultural Adjustment Act of 1938 and section 203(j) of the Agricultural Marketing Act; assigned civil defense and defense mobilization activities; commodity procurement, export and diversion programs; and, other related programs and activities. These programs are carried out by seven commodity Divisions (Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, and Tobacco), and two functional Divisions (Packers and Stockyards,

and Special Services) located at Washington, D.C., and by functional field branch offices of these Divisions.

(f) Deputy Administrator, Management. The Deputy Administrator for Management is responsible for:

(1) Participating with the Administrator in the overall planning and formulation of all policies, programs, and activities of AMS; and

(2) Directing and coordinating the administration and integration of the overall management, budget, fiscal, personnel, and administrative services programs necessary to meet the requirements of the marketing and distribution programs of AMS; and, assigned civil defense, defense mobilization, and related programs and activities. These programs and activities are carried out by the Administrative Services, Budget and Finance, and Personnel Divisions located at Washington, D.C., and by three field Area Administrative Divisions.

Sec. 3. Staff Assistants, Staff Divisions, and Food Distribution Division.

(a) Matching Fund Program Staff. This staff under the direction of the Administrator is responsible for:

(1) Providing leadership and consulting services to assist States in the development and execution of matched-funds marketing service projects, under the provisions of the Agricultural Marketing Act of 1946, as amended, and coordinating similar lines of work between States; and

(2) Reviewing and approving such projects proposed by the State Departments of Agriculture, Bureaus of Markets, and similar State agencies.

(b) Marketing Information Division. The Marketing Information Division under the direction and supervision of the Administrator is responsible for planning and administering an information program involving the activities of AMS. In addition to the central office located at Washington, D.C., this program is carried on through area offices.

(c) Internal Audit Division. The Internal Audit Division under the direction and supervision of the Administrator is responsible for planning and administering the program appraisal and audit and investigatory services programs necessary to meet the requirements of the overall programs and activities of AMS. In addition to the central office located at Washington, D.C., this program is carried on through area and subarea offices.

(d) Food Distribution Division. The Food Distribution Division under the direction and supervision of the Administrator is responsible for:

(1) Planning and administering food distribution programs including school lunch, special milk, direct distribution, food stamp, and related programs as authorized by National School Lunch Act, as amended, P.L. 85-478, as amended, section 32 of the act of August 24, 1935, as amended, and section 416 of the Agricultural Act of 1949, as amended, and other authorities; and

(2) Planning and administering programs designed to increase the movement of plentiful foods through normal channels of trade under direction of the Deputy Administrator, Marketing Services; and

(3) Executing civil defense and defense mobilization activities which include acting as food claimant for U.S. civilians, and working with the Office of Civil and Defense Mobilization on problems of emergency food supply and distribution.

In addition to the central office located at Washington, D.C., this program is carried on through area and subarea offices.

Sec. 4 Marketing Research. The Market Quality Research and Transportation and Facilities Research Divisions under the direction and supervision of the Deputy Administrator for Marketing Research are responsible as follows:

(a) Market Quality Research Division. The Market Quality Research Division is responsible for:

(1) Planning and administering marketing research programs involving the measurement, improvement and protection of quality of agricultural products as they pass through the marketing system with emphasis on the physiological, biochemical, pathological, and entomological problems encountered, physical and biological evaluation of quality factors, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Transportation and Facilities Research Division. The Transportation and Facilities Research Division is responsible for:

(1) Planning and administering marketing research programs to improve the physical handling of farm and food products, including transportation, containers, wholesaling, retailing, handling methods and equipment, marketing facilities, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

Sec. 5. Marketing Services and Regulatory Programs. The Commodity Divisions, consisting of the Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, and Tobacco Divisions, and the Packers and Stockyards, and Special Services Divisions, under administrative direction of the Administrator and the functional and technical direction of the Deputy Administrators for Marketing Services and Regulatory Programs, are responsible as follows:

(a) Cotton Division. The Cotton Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, classing, grading, and testing), surplus removal, expansion of market outlets, marketing regulatory, and related programs for cotton, cotton linters, cottonseed, cotton products, and other vegetable fibers and related commodities as authorized by Cotton Futures provisions of Internal Revenue Code of 1954, U.S. Cotton Standards Act, as amended, Cotton Statistics and Estimates Act, as amended, section 32 of the act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Dairy Division. The Dairy Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), surplus removal, expansion of market outlets, and related programs for milk and dairy products as authorized by section 32 of the act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Directing market news services on poultry and poultry products, and domestic rabbits; and

(3) Executing assigned civil defense and defense mobilization activities.

(c) Fruit and Vegetable Division. The Fruit and Vegetable Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing regulatory, surplus removal, expansion of market outlets, and related programs for fruits and vegetables, their products and other assigned commodities as authorized by the Standard Container Acts of 1916 and 1928, as amended, Produce Agency Act, as amended, Perishable Agricultural Commodities Act, 1930, as amended, Export Apple and Pear Act, Export Grape and Plum Act, section 32 of the act of August 24, 1935, as amended, ~~section 8c of the act of August 24, 1935, as amended,~~ section 8e of the Agricultural Adjustment Act of 1933, as added August 28, 1954, and amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Planning and administering marketing agreement and order programs authorized by the Agricultural Marketing Agreement Act of 1937, as amended, for fruit and vegetables, their products and other assigned commodities; and

(3) Executing assigned civil defense and defense mobilization activities.

(d) Grain Division. The Grain Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, grading, and testing), marketing regulatory, surplus removal, expansion of market outlets, and related programs for grain, grain products, seeds, beans, peas, rice, hay, and related commodities as authorized by the U.S. Grain Standards Act, as amended, Federal Seed Act, as amended, section 32 of the act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Planning and administering market news services on molasses and sugar cane syrups; and

(3) Executing assigned civil defense and defense mobilization activities.

(e) Livestock Division. The Livestock Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, and grading), surplus removal, expansion of market outlets, and related programs for livestock, meat, meat products, wool, mohair, and related commodities as authorized by the Wool Standards Act, section 32 of the act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(f) Poultry Division. The Poultry Division is responsible for:

(1) Planning and administering marketing services (standardization, inspection, and grading), surplus removal, expansion of market outlets, and related programs for poultry, poultry products, domestic rabbits, and related commodities as authorized by Poultry

Products Inspection Act (71 Stat. 441), section 32 of the act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Formulating policies for market news services on poultry and poultry products, and domestic rabbits, which are administered by the Dairy Division; and

(3) Executing assigned civil defense and defense mobilization activities.

(g) Tobacco Division. The Tobacco Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing regulatory, surplus removal, expansion of market outlets, statistical reporting and related programs for tobacco, tobacco products and byproducts, naval stores, and related commodities as authorized by Tobacco Stocks and Standards Act of 1929, as amended, Tobacco Inspection Act, as amended, Tobacco Plant and Seed Exportation Act, Naval Stores Act, section 32 of the act of August 24, 1935, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(h) Packers and Stockyards Division. The Packers and Stockyards Division is responsible for:

(1) Administering provisions of the Packers and Stockyards Act, as amended; and

(2) Executing assigned civil defense and defense mobilization activities.

(i) Special Services Division. The Special Services Division is responsible for:

(1) Administering the U.S. Warehouse Act, as amended;

(2) Administering provisions of section 201 of the Agricultural Adjustment Act of 1938, section 203(j) of the Agricultural Marketing Act of 1946, and certain related authorities covering adjustment in freight rates and services for agricultural products and farm supplies;

(3) Acting for, or assisting on assignment from, the Office of the Administrator in directing and coordinating the planning activities and operations assigned AMS with respect to civil defense and defense mobilization; and

(4) Executing other marketing services programs and activities as assigned.

Sec. 6. Management Services. The Administrative Services, Budget and Finance, and Personnel Divisions, and the Area Administrative Divisions, under the direction and supervision of the Deputy Administrator for Management are responsible as follows:

(a) Administrative Services Division. The Administrative Services Division is responsible for:

(1) Planning and administering procurement, real and personal property, records, communications, procedures, forms, reports, paperwork, and related management services programs necessary to meet requirements of the overall programs and activities of AMS;

(2) Approving, for administrative feasibility and for conformance with governing rules and regulations, cooperative agreements and related documents, and contracts for research work under the Agricultural Marketing Act of 1946, as amended;

(3) Developing standards and procedures for the preparation of program dockets and authorities, and clearing for conformance with governing rules and regulations materials to be published in the Federal Register and the Code of Federal Regulations; and

(4) Providing staff assistance to the Deputy Administrator for Management in the coordination of management improvement including the preparation of management improvement reports, coordination of

administrative management activities cutting across administrative division lines, maintaining follow up and coordination on administrative actions necessary as a result of audits, committee management activities of AMS, and defense planning administrative activities of AMS.

(b) Budget and Finance Division. The Budget and Finance Division is responsible for:

(1) Planning and administering the budget, fiscal, and related financial programs necessary to meet the requirements of the overall programs and activities of AMS; and

(2) Developing and assisting in establishing required controls with respect to apportionments, obligations, and expenditures of available funds; and

(3) Developing, installing and revising accounting systems, methods and procedures for control committees operating under marketing agreements and orders assigned to AMS.

(c) Personnel Division. The Personnel Division is responsible for planning and administering the organization, classification, wage and salary, employment, employee relations, training, safety, and health phases of a personnel program to meet requirements of the overall programs and activities of AMS.

(d) Area Administrative Divisions. Area Administrative Divisions are responsible for planning and carrying out administrative services, budget, fiscal, and personnel management, and related programs necessary to meet requirements of the overall programs and activities of AMS within assigned geographic and functional areas.

DELEGATIONS OF AUTHORITY

Sec. 7. Deputy Administrators. Under the direction and supervision of the Administrator and Associate Administrator, the Deputy Administrator, Marketing Research, the Deputy Administrator, Marketing Services, the Deputy Administrator, Regulatory Programs, and the Deputy Administrator, Management, are hereby delegated the authority, severally, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator. The authority herein conferred upon each Deputy Administrator shall be exercised by each of such officers in connection with the programs and activities of AMS assigned now or hereafter to the direction and supervision of the respective Deputy Administrator.

Sec. 8. Staff Assistants, Staff Divisions, and Food Distribution Division. Under the direction and supervision of the Administrator and Associate Administrator, the Director, Matching Fund Program Staff, and Directors of the Marketing Information, Internal Audit, and the Food Distribution Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 9. Marketing Research Divisions. Under the direction and supervision of the Deputy Administrator, Marketing Research, the Directors of the Market Quality Research, and the Transportation and Facilities Research Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 10. Marketing Services and Regulatory Divisions. Under the administrative direction of the Administrator and Associate Administrator and the functional and technical direction of the Deputy Administrators for Marketing Services and Regulatory Programs, the Directors of the Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, Tobacco, Packers and Stockyards, Food Distribution, and Special Services Divisions are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 11. Management Services Divisions. Under the direction and supervision of the Deputy Administrator for Management, the Directors of the Administrative Services, Budget and Finance, Personnel, and the Area Administrative Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 12. Concurrent authority and responsibility to the Administrator. No delegation or authorization prescribed herein shall preclude the Administrator, Associate Administrator, or each Deputy Administrator, from exercising any of the powers or functions or from performing any of the duties conferred herein, and any such delegation or authorization is subject at all times to withdrawal or amendment by the Administrator and in their respective fields, by each Deputy Administrator. The officers to whom authority is delegated herein shall (a) maintain close working relationships with the officers to whom they report, (b) keep them advised with respect to major problems and developments, and (c) discuss with them proposed actions involving major policy questions or other important considerations or questions, including matters involving relationships with other Federal agencies, other agencies of the Department, other Divisions or Offices of AMS, or other governmental or private organizations or groups.

Sec. 13. Availability of information and records. Any person desiring information or to make submittals or requests with respect to the programs and functions of AMS should address his request to: Administrator, Agricultural Marketing Service, U.S. Department of Agriculture, Washington 25, D.C. or to the Director of the particular Division or Office, Agricultural Marketing Service, U.S. Department of Agriculture, Washington 25, D.C. The availability of information and records of AMS and its Divisions and offices is governed by the rules of the Secretary in subpart A of Part 1, Title 7, Code of Federal Regulations.

Sec. 14. Other authorizations and delegations. All actions relating to any programs or activities affected hereby and previous delegations of authority with respect to such programs or activities shall remain in effect except as they are inconsistent herewith or are hereafter amended or revoked under proper authority; and nothing herein shall affect the validity of anything heretofore done under previous delegations of authority or assignment of functions. The delegations and authorizations herein to Divisions and Offices of AMS are for exercise pursuant to specific authorizations and instructions as may be issued from time to time by proper authority.

UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL MARKETING SERVICE

ORGANIZATION, FUNCTIONS, AND DELEGATIONS OF AUTHORITY

Pursuant to authority (19 F.R. 74, as amended) delegated to the Administrator, Agricultural Marketing Service, the material appearing at 26 F.R. 9758, as amended by material appearing at 27 F.R. 125, and 27 F.R. 10178, is hereby revoked and the following is substituted therefor;

ORGANIZATION AND FUNCTIONS

Sec. 1. General. The Agricultural Marketing Service, hereinafter referred to as "AMS," was created by the Secretary's Memorandum No. 1320, Supplement 4, of November 2, 1953, under the authority of Section 161, Revised Statutes (5 U.S.C. 22), Reorganization Plan No. 2 of 1953 (5 U.S.C. 133z-15), and related authorities. AMS is organized to aid in advancing the orderly and efficient marketing and the effective distribution of products from the nation's farms. The domestic marketing and distribution functions of the Department are centered in AMS. The primary functions of AMS include marketing research which is designed to evaluate, maintain and improve the quality of agricultural commodities as they pass through the marketing system and to increase the efficiency of marketing commodities in the broad fields of facilities, handling and transportation; direct distribution and food stamp programs designed to distribute food to the needy and institutions; food trades programs designed to increase the movement of plentiful foods through normal channels of trade; marketing services (market news, standardization, inspection, classing, grading) programs contributing to the efficient and orderly marketing of agricultural commodities; freight rate services to assist in obtaining and maintaining equitable transportation rates and services on farm supplies and products; marketing regulatory programs aimed at protecting farmers and others from financial loss resulting from deceptive, careless, and fraudulent marketing practices; school lunch program aimed at improving the health and well-being of the nation's school children and broadening the market for agricultural food commodities; surplus removal of agricultural commodities and marketing agreement and order programs designed to maintain prices received by farmers and establish and maintain orderly marketing conditions; and assigned civil defense and defense mobilization activities involving planning for processing and distributing foods and fibers under emergency conditions. AMS has also

been delegated authority and is called upon to perform certain other services for Federal, State and private agencies, on a reimbursable or advance payment basis, such as the special milk program. The central office of AMS is located at Washington, D. C., but a large part of the program activity is carried on through various field offices of the several Washington Divisions.

Sec. 2. The Office of the Administrator.

(a) The Administrator. The Administrator is responsible for the general direction and supervision of programs and activities assigned to AMS. He reports to the Assistant Secretary for Marketing and Stabilization.

(b) The Associate Administrator. The Associate Administrator shares over-all responsibility with the Administrator for the general direction and supervision of programs and activities assigned to AMS.

(c) Deputy Administrator, Marketing Research. The Deputy Administrator for Marketing Research is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all policies, programs and activities of AMS; and

(2) Directing and coordinating the administration of research and development programs relating to marketing and distribution to improve and facilitate the marketing of agricultural commodities involving marketing technology, transportation and facilities, foreign grants and contract research, assigned civil defense and defense mobilization activities, and other related programs and activities. These programs and activities are carried out by two functional research Divisions, the Market Quality Research, and Transportation and Facilities Research Divisions, located at Washington, D. C., and by functional field branch offices; and

(3) Serving as the focal point in AMS on Research and Marketing Act Advisory Committee activities.

(d) Deputy Administrator, Marketing Services. The Deputy Administrator for Marketing Services is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all policies, programs and activities of AMS; and

(2) Directing and coordinating the administration of the marketing services programs including the standardization, inspection, grading and classing of agricultural commodities; market news; expansion of market outlets, including plentiful foods, assigned civil defense and defense mobilization activities; and, other related programs and activities. These programs and activities are carried out by seven commodity Divisions (Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, and Tobacco) and the Food Distribution Division located at Washington, D. C., and by functional field branch offices of these Divisions.

(e) Deputy Administrator, Regulatory Programs. The Deputy Administrator for Regulatory Programs is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all policies, programs and activities of AMS; and

(2) Directing and coordinating the administration of marketing regulatory programs and related activities involving the Packers and Stockyards, Standard Containers, Export Apple and Pear, Perishable Agricultural Commodities, Federal Seed, U. S. Warehouse, Naval Stores, Produce Agency, Export Grape and Plum, and the Tobacco Plant and Seed Exportation Acts; freight rate services under Section 201 of the Agricultural Adjustment Act of 1938 and Section 203(j) of the Agricultural Marketing Act of 1946, as amended; assigned civil defense and defense mobilization activities; commodity procurement, marketing agreement and order, and export and diversion programs; and, other related programs and activities. These programs are carried out by seven commodity Divisions (Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, and Tobacco), and three functional Divisions (Packers and Stockyards, Milk Marketing Orders, and Special Services) located at Washington, D. C., and by functional field branch offices of these Divisions, except milk marketing orders which are carried out through market administrators in the field.

(f) Deputy Administrator, Management. The Deputy Administrator for Management is responsible for:

(1) Participating with the Administrator in the over-all planning and formulation of all policies, programs, and activities of AMS; and

(2) Directing and coordinating the administration and integration of the over-all management, budget, fiscal, personnel, and administrative services programs necessary to meet the requirements of the marketing and distribution programs of AMS; and, assigned civil defense, defense mobilization, and related programs and activities. These programs and activities are carried out by the Operations Analysis Staff and the Administrative Services, Budget and Finance, and Personnel Divisions located at Washington, D. C., and by three field Area Administrative Divisions.

Sec. 3. Staff Assistants, Staff Divisions, and Food Distribution Division.

(a) Matching Fund Program Staff. This staff under the direction of the Administrator is responsible for:

(1) Providing leadership and consulting services to assist States in the development and execution of matched-funds marketing service projects, under the provisions of the Agricultural Marketing Act of 1946, as amended, and coordinating similar lines of work between States; and

(2) Reviewing and approving such projects proposed by the State Departments of Agriculture, Bureaus of Markets, and similar State agencies.

(b) Marketing Information Division. The Marketing Information Division, under the direction and supervision of the Administrator, is responsible for planning and administering an information program involving the activities of AMS. In addition to the central office located at Washington, D. C., this program is carried on through Area Offices.

(c) Food Distribution Division. The Food Distribution Division, under the direction and supervision of the Administrator, is responsible for:

(1) Planning and administering food distribution programs including school lunch, special milk, direct distribution, food stamp, and related programs as authorized by National School Lunch Act, as amended, P.L. 85-478, as amended, Section 32 of the Act of August 24, 1935, as amended, and Section 416 of the Agricultural Act of 1949, as amended, and other authorities;

(2) Planning and administering programs designed to increase the movement of plentiful foods through normal channels of trade under direction of the Deputy Administrator, Marketing Services; and

(3) Executing civil defense and defense mobilization activities which include acting as food claimant for U. S. civilians, and working with the Office of Civil and Defense Mobilization on problems of emergency food supply and distribution.

In addition to the central office located at Washington, D. C., this program is carried on through Area and Sub-Area Offices and through food stamp project offices in assigned field locations.

Sec. 4. Marketing Research. The Market Quality Research and Transportation and Facilities Research Divisions under the direction and supervision of the Deputy Administrator for Marketing Research are responsible as follows:

(a) Market Quality Research Division. The Market Quality Research Division is responsible for:

(1) Planning and administering marketing research programs involving the measurement, improvement and protection of quality of agricultural products as they pass through the marketing system with emphasis on the physiological, biochemical, pathological and entomological problems encountered, physical and biological evaluation of quality factors, and related activities, and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Transportation and Facilities Research Division. The transportation and Facilities Research Division is responsible for:

(1) Planning and administering marketing research programs to improve the physical handling of farm and food products, including transportation, containers, wholesaling, retailing, handling methods and equipment, marketing facilities, and related activities; and

(2) Executing assigned civil defense and defense mobilization activities.

Sec. 5. Marketing Services and Regulatory Programs. The Commodity Divisions, consisting of the Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, and Tobacco Divisions, and the Packers and Stockyards, Milk Marketing Orders, and Special Services Divisions, under administrative direction of the Administrator and the functional and technical direction of the Deputy Administrators for Marketing Services and Regulatory Programs, are responsible as follows:

(a) Cotton Division. The Cotton Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, classing, grading, and testing), surplus removal, expansion of market outlets, marketing regulatory, and related programs for cotton, cotton linters, cottonseed, cotton products, and other vegetable fibers and related commodities as authorized by Cotton Futures provisions of Internal Revenue Code of 1954, U. S. Cotton Standards Act, as amended, Cotton Statistics and Estimates Act, as amended, Section 32 of the Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(b) Dairy Division. The Dairy Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), surplus removal, expansion of market outlets, and related programs for milk and dairy products as authorized by Section 32 of the Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Directing market news services on poultry and poultry products, and domestic rabbits; and

(3) Executing assigned civil defense and defense mobilization activities.

(c) Fruit and Vegetable Division. The Fruit and Vegetable Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing regulatory, surplus removal, expansion of market outlets, and related programs for fruits and vegetables, their products and other assigned commodities as authorized by the Standard Containers Acts of 1916 and 1928, as amended, Produce Agency Act, as amended, Perishable Agricultural Commodities Act, 1930, as amended, Export Apple and Pear Act, Export Grape and Plum Act, Section 32 of the Act of August 24, 1935, as amended, Section 8e of the Agricultural Adjustment Act of 1933, as added August 28, 1954, and amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Planning and administering marketing agreement and order programs authorized by the Agricultural Marketing Agreement Act of 1937, as amended, for fruits, vegetables, tree nuts, hops, and the products thereof, and such other commodities as may be assigned; and

(3) Executing assigned civil defense and defense mobilization activities.

(d) Grain Division. The Grain Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, grading, and testing), marketing regulatory, surplus removal, expansion of market outlets, and related programs for grain, grain products, seeds, beans, peas, rice, hay, and related commodities as authorized by the U. S. Grain Standards Act, as amended, Federal Seed Act, as amended, Section 32 of the Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Planning and administering marketing agreement and order programs authorized by the Agricultural Marketing Agreement Act of 1937, as amended, for seed and such other commodities as may be assigned;

(3) Planning and administering market news services on molasses and sugar cane syrups; and

(4) Executing assigned civil defense and defense mobilization activities.

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(e) Livestock Division. The Livestock Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, and grading), surplus removal, expansion of market outlets, and related programs for livestock, meat, meat products, wool, mohair, and related commodities as authorized by the Wool Standards Act, Section 32 of the Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities; and

(2) Executing assigned civil defense and defense mobilization activities.

(f) Poultry Division. The Poultry Division is responsible for:

(1) Planning and administering marketing services (standardization, inspection, and grading), surplus removal, expansion of market outlets, and related programs for poultry, poultry products, domestic rabbits, and related commodities as authorized by Poultry Products Inspection Act (71 Stat. 441), Section 32 of the Act of August 24, 1935, as amended, Agricultural Marketing Act of 1946, as amended, and other authorities;

(2) Planning and administering marketing agreement and order programs authorized by the Agricultural Marketing Agreement Act of 1937, as amended, for turkeys, eggs, and such other commodities as may be assigned;

(3) Formulating policies for market news services on poultry and poultry products, and domestic rabbits, which are administered by the Dairy Division; and

(4) Executing assigned civil defense and defense mobilization activities.

(g) Tobacco Division. The Tobacco Division is responsible for:

(1) Planning and administering marketing services (market news, standardization, inspection, and grading), marketing regulatory, surplus removal, expansion of market outlets, statistical reporting, and related programs for tobacco, tobacco products and by-products, naval stores, and related commodities as authorized by Tobacco Stocks and Standards Act of 1929, as amended, Tobacco Inspection Act, as amended, Tobacco Plant and Seed Exportation Act, Naval Stores Act,

Section 32 of the Act of August 24, 1935, as amended, and other authorities;

(2) Planning and administering marketing agreement and order programs authorized by the Agricultural Marketing Agreement Act of 1937, as amended, for tobacco, and the products thereof, and such other commodities as may be assigned; and

(3) Executing assigned civil defense and defense mobilization activities.

(h) Packers and Stockyards Division. The Packers and Stockyards Division is responsible for:

(1) Administering provisions of the Packers and Stockyards Act, as amended; and

(2) Executing assigned civil defense and defense mobilization activities.

(i) Special Services Division. The Special Services Division is responsible for:

(1) Administering the U. S. Warehouse Act, as amended;

(2) Administering provisions of Section 201 of the Agricultural Adjustment Act of 1938, Section 203(j) of the Agricultural Marketing Act of 1946, and certain related authorities covering adjustment in freight rates and services for agricultural products and farm supplies;

(3) Acting for, or assisting on assignment from, the Office of the Administrator in directing and coordinating and planning activities and operations assigned AMS with respect to civil defense and defense mobilization; and

(4) Executing other marketing services programs and activities as assigned.

(j) Milk Marketing Orders Division. The Milk Marketing Orders Division is responsible for:

(1) Planning and administering marketing agreement and order programs authorized by the Agricultural Marketing Agreement Act of 1937, as amended, for milk and its products, and such other commodities as may be assigned; and

(2) Executing assigned civil defense and defense mobilization activities.

Sec. 6. Management Services. The Administrative Services, Budget and Finance, and Personnel Divisions, the Area Administrative Divisions, and the Operations Analysis Staff, under the direction and supervision of the Deputy Administrator for Management are responsible as follows:

(a) Administrative Services Division. The Administrative Services Division is responsible for:

(1) Planning and administering procurement, real and personal property, records, communications, procedures, forms, reports, paperwork, and related management services programs necessary to meet requirements of the over-all programs and activities of AMS;

(2) Approving, for administrative feasibility and for conformance with governing rules and regulations, cooperative agreements and related documents, and contracts for research work under the Agricultural Marketing Act of 1946, as amended;

(3) Developing standards and procedures for the preparation of program dockets and authorities, and clearing for conformance with governing rules and regulations materials to be published in the Federal Register and the Code of Federal Regulations; and

(4) Providing staff assistance to the Deputy Administrator, Management, with respect to committee management activities in AMS.

(b) Budget and Finance Division. The Budget and Finance Division is responsible for:

(1) Planning and administering the budget, fiscal, and related financial programs necessary to meet the requirements of the over-all programs and activities of AMS; and

(2) Developing and assisting in establishing required controls with respect to apportionments, obligations, and expenditures of available funds; and

(3) Developing, installing, and revising accounting systems, methods and procedures for control committees and market administrators operating under marketing agreements and orders assigned to AMS.

(c) Personnel Division. The Personnel Division is responsible for:

(1) Planning and administering the organization, classification, wage and salary, employment, employee relations, training, safety, and health phases of a personnel program to meet requirements of the over-all programs and activities of AMS.

(d) Area Administrative Divisions. Area Administrative Divisions are responsible for:

(1) Planning and carrying out administrative services, budget, fiscal, and personnel management, and related programs necessary to meet requirements of the over-all programs and activities of AMS within assigned geographic and functional areas.

(e) Operations Analysis Staff. The Operations Analysis Staff is responsible for:

(1) Planning and administering a broad program of review, research, analysis and coordination in program management as it relates to the efficiency and effectiveness of AMS program operations.

DELETATIONS OF AUTHORITY

Sec. 7 Deputy Administrators. Under the direction and supervision of the Administrator and Associate Administrator, the Deputy Administrator, Marketing Research, the Deputy Administrator, Marketing Services, the Deputy Administrator, Regulatory Programs, and the Deputy Administrator, Management, are hereby delegated the authority, severally, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator. The authority herein conferred upon each Deputy Administrator shall be exercised by each of such officers in connection with the programs and activities of AMS assigned now or hereafter to the direction and supervision of the respective Deputy Administrator.

Sec. 8. Staff Assistants, Staff Divisions, and Food Distribution Division. Under the direction and supervision of the Administrator and Associate Administrator, the Director, Matching Fund Program Staff, and Directors of the Marketing Information and the Food Distribution Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 9. Marketing Research Divisions. Under the direction and supervision of the Deputy Administrator, Marketing Research, the Directors of the Market Quality Research, and the Transportation and Facilities Research Divisions, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 10. Marketing Services and Regulatory Divisions. Under the administrative direction of the Administrator and Associate Administrator and the functional and technical direction of the Deputy Administrators for Marketing Services and Regulatory Programs, the Directors of the Cotton, Dairy, Fruit and Vegetable, Grain, Livestock, Poultry, Tobacco, Packers and Stockyards, Milk Marketing Orders, Food Distribution, and Special Services Divisions are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

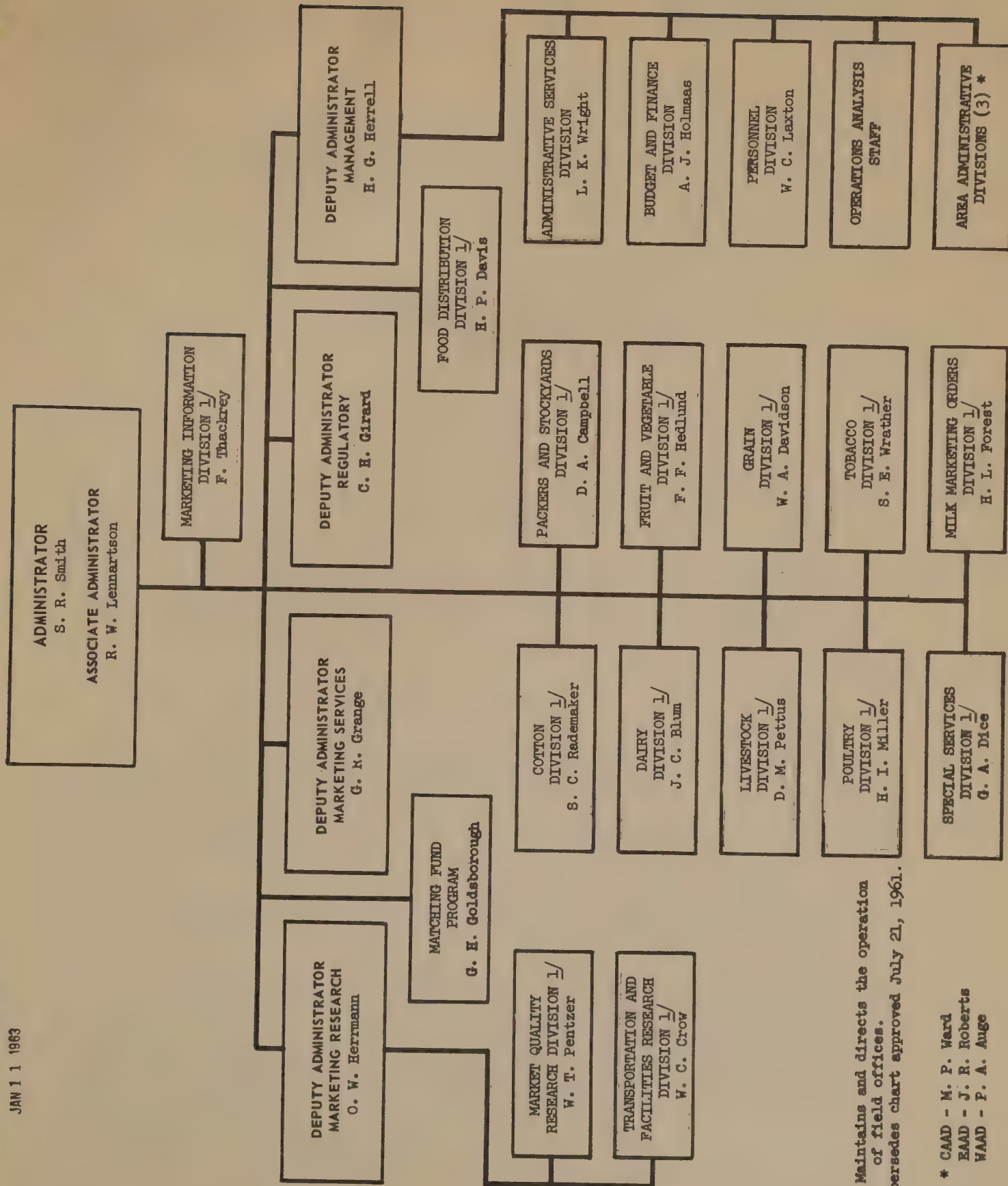
Sec. 11. Management Services Divisions. Under the direction and supervision of the Deputy Administrator for Management, the Directors of the Administrative Services, Budget and Finance, Personnel, and Area Administrative Divisions, and the Director of the Operations Analysis Staff, are hereby delegated authority, in connection with the respective functions herein assigned to each of them, to perform all the duties and to exercise all the functions and powers (including the power of redelegation except when specifically prohibited) which are now, or which may hereafter be, vested in the Administrator.

Sec. 12. Concurrent authority and responsibility to the Administrator. No delegation or authorization prescribed herein shall preclude the Administrator, Associate Administrator, or each Deputy Administrator, from exercising any of the powers or functions or from performing any of the duties conferred herein, and any such delegation or authorization is subject at all times to withdrawal or amendment by the Administrator and in their respective fields, by each Deputy Administrator. The officers to whom authority is delegated herein shall (a) maintain close working relationships with the officers to whom they report, (b) keep them advised with respect to major problems and developments, and (c) discuss with them proposed actions involving major policy questions or other important considerations or questions, including matters involving relationships with other Federal agencies, other agencies of the Department, other Divisions or offices of AMS, or other Governmental or private organizations or groups.

Sec. 13. Availability of Information and Records. Any person desiring information or to make submittals or requests with respect to the programs and functions of AMS should address his request to: Administrator, Agricultural Marketing Service, U. S. Department of Agriculture, Washington 25, D. C., or to the Director of the particular Division or Office, Agricultural Marketing Service, U. S. Department of Agriculture, Washington 25, D. C. The availability of information and records of AMS and its Divisions and offices is governed by the rules of the Secretary in subpart A of Part 1, Title 7, Code of Federal Regulations.

Sec. 14. Other Authorizations and Delegations. All actions relating to any programs or activities affected hereby and previous delegations of authority with respect to such programs or activities shall remain in effect except as they are inconsistent herewith or are hereafter amended or revoked under proper authority; and nothing herein shall affect the validity of anything heretofore done under previous delegations of authority or assignment of functions. The delegations and authorizations herein to Divisions and Offices of AMS are for exercise pursuant to specific authorizations and instructions as may be issued from time to time by proper authority.

JAN 1 1 1963



1/ Maintains and directs the operation of field offices.
 Supersedes chart approved July 21, 1961.

* CAAD - M. P. Ward
 EAAD - J. R. Roberts
 WAAD - P. A. Auge

*ACTION BY: All Marketing Services Divisions and the
Marketing Information, Budget and Finance, and
Administrative Services Divisions*

Operating Policy and Procedure
Section 6 and Section 32 Program Dockets

I PURPOSE

This Instruction (1) contains the policy and general operating procedure with respect to Section 6 (National School Lunch), Section 32 (Removal of Surplus Agricultural Commodities), and related program dockets; and (2) assigns responsibilities for the initiation, review, clearance, approval, and safeguarding of such dockets. The basic functions and responsibilities for the direction, coordination, and administration of the programs covered by these dockets are assigned in AMS Instruction 100-1, AMS Organization, Functions, and Delegations of Authority.

II POLICY AND GENERAL OPERATING PROCEDURE

A Memorandum of Understanding Between AMS and CSS. Wherever practicable, AMS divisions shall use the procurement, handling, payment, and related services of the Commodity Stabilization Service (CSS) in carrying out approved Section 6 and Section 32 programs. The policy and procedure for effecting this joint AMS-CSS arrangement are contained in a memorandum of understanding, effective 7-1-60 (attached hereto as Exhibit A), entitled "Method of Operation Between AMS and CSS With Respect to Approved Programs Under Section 32 of the Act of August 24, 1935, as amended, and Section 6 of the National School Lunch Program."

B Docket Approval. Each Section 6 and Section 32 docket is subject to the approval of the Board of Directors of the Commodity Credit Corporation (referred to herein as CCC Board) and the Secretary of Agriculture. Approval by the Secretary establishes a policy and/or authorizes the carrying out of the program and commitment of funds. Programs and policies may not be announced or put into effect until such approval has been obtained.

III DEFINITION OF DOCKET

A docket is a group of documents relating to the establishment of a program or policy.

IV INITIATING DOCKETS

AMS divisions shall initiate proposed dockets in accordance with their assigned program responsibilities. Proposals involving primarily one division shall be prepared by that division. Proposals involving more than one division shall be prepared by the division designated by the Deputy Administrator for Marketing Services (referred to herein as the Deputy Administrator). See AMS Instruction 101-2, Preparing and Processing Section 6 and Section 32 Program Dockets, for detailed information on the preparation, clearance, distribution, etc., of dockets.

A Section 6 Docket Proposals. The Food Distribution (FD) Division shall prepare Section 6 docket proposals in cooperation with the divisions responsible for the commodities involved.

B Section 32 Docket Proposals. The division responsible for the commodity involved shall prepare Section 32 docket proposals. Proposals involving distribution of commodities to nonprofit school-lunch programs or other eligible outlets shall be prepared in cooperation with the FD Division.

C Budgetary Docket Proposals. The Budget and Finance (BF) Division shall prepare, and clear with the appropriate program division(s), docket proposals to modify (as a result of BF Division reviews of funds) previously approved dockets.

V CLEARANCE AND APPROVAL OF DOCKETS

The Deputy Administrator shall coordinate and expedite the review and clearance within AMS of all proposed dockets. He shall obtain the approval of the Administrator on each docket before the docket may be scheduled for consideration by the CCC Board.

VI SAFEGUARDING DOCKETS AND DOCKET INFORMATION

All AMS officials and employees having access to dockets and related material are responsible for safeguarding such dockets and material while in their custody. This applies during the preparation of the proposed docket, the approval processes, and as long after approval as the docket remains in an administratively confidential status.

A Employee Acknowledgment of Responsibility for Docket Security (Form CCC-131).

1 Responsibilities.

a Each AMS employee (including those performing clerical or stenographic duties) concerned with the preparation or handling of dockets is required to sign Form CCC-131, indicating awareness of his responsibility for safeguarding all information of an administratively confidential nature.

b Divisions having docket responsibilities shall:

(1) Give each employee who is concerned with dockets a copy of this Instruction (and each new Instruction relating to the safeguarding of information in Section 6 and Section 32 program dockets);

(2) Have the employee sign an original and one copy of Form CCC-131, send the original to the Administrative Services (AS) Division (Operations Branch), and give the copy to the employee; and

(3) Notify the AS Division (Operations Branch), in writing, when such an employee ceases to be directly concerned with dockets.

c The AS Division (Operations Branch) shall:

(1) Upon receipt of a signed Form CCC-131, record the name of the employee and send the form to the Secretary, CCC, for filing.

(VI A 1 c)

(2) Upon receipt of written notification that an employee is no longer directly concerned with dockets, delete employee's name from its records and send the notification to the Secretary, CCC.

2 Supplies of Form. Supplies of Form CCC-131 are available from the AS Division (Operations Branch).

B "Administratively Confidential" Nature of Dockets.

1 Proposed dockets are administratively confidential at all times. Approved dockets are administratively confidential for the period specified in the docket. (See AMS Instruction 101-2 for special wording requirements.) A docket is administratively confidential until such time as the information in it can no longer afford special advantages to any person.

2 A recommended time or date as of which the administratively confidential status of docket may be terminated must be included in each docket; and this administratively confidential status may be terminated only when termination is approved by the CCC Board. Approval of the docket constitutes approval of the termination date.

C Use of Combination-Locked File Cabinets. AMS officials and employees shall safeguard administratively confidential dockets and related material (such as price-spread sheets, calculations of maximum prices to be paid, contracts and supporting documents), when not actually in use, as follows:

1 Keep proposed dockets and related material in combination-locked file cabinets, and

2 Keep approved dockets and related material in combination-locked file cabinets as long as they are administratively confidential.

D Safeguards for Transmitting Dockets During Clearance. The initiating division shall inform all persons consulted during the clearance process of the confidential nature of the proposal. Administratively confidential dockets and related material may be transmitted by regular

(VI D)

Department messengers provided they are contained in sealed envelopes marked ADMINISTRATIVELY CONFIDENTIAL.

VII AVAILABILITY OF DOCKET INFORMATION

A While Docket Is Administrative Confidential.

1 To Persons Directly Concerned. Administratively confidential dockets are available only for administrative use in the Department to employees whose work makes them directly concerned with the docket and who have signed an acknowledgment (as prescribed in Section VI A above) indicating their awareness of their responsibility for safeguarding docket information.

2 To Other Persons.

a Generally, information required by program participants and the public is made available through press releases and by publication in the Federal Register. Except as indicated in subparagraph b below, documents in an administratively confidential docket are available to persons other than those directly concerned only (1) upon specific authorization by the CCC Board; (2) upon written approval by the President, CCC; or (3) by the Secretary of Agriculture. Refer requests for copies of dockets through the Deputy Administrator to the Secretary, CCC, for handling.

b When it is necessary to refer to or use information in proposed or approved dockets in developing and planning programs in cooperation with agencies outside the Department, such information may be made available to such agencies only upon specific authorization by the Deputy Administrator.

B When Docket Is No Longer Administratively Confidential. The availability of information in dockets no longer administratively confidential shall be determined in accordance with Department regulations.

(VII B)

Generally, anyone eligible to receive information or having a legitimate interest in such a docket may have access to it. However, dockets may not be duplicated for public distribution.

VIII DISPOSAL OF COPIES OF DOCKETS AND RELATED MATERIAL

A While Administratively Confidential. Drafts or surplus copies of administratively confidential dockets and related material may be discarded when no longer needed. However, the material must first be mutilated until it cannot be read.

B When No Longer Administratively Confidential. Drafts or surplus copies of dockets and related material which are no longer administratively confidential may be discarded in the usual manner.

O. V. Wells

O. V. Wells
Administrator

Attachment

(Memorandum of Understanding
between AMS and CSS)

UNITED STATES DEPARTMENT OF AGRICULTURE

Commodity Stabilization Service
Agricultural Marketing Service

MEMORANDUM OF UNDERSTANDING ON THE METHOD OF OPERATION
BETWEEN AMS AND CSS WITH RESPECT TO APPROVED PROGRAMS
UNDER SECTION 32 OF THE ACT OF AUGUST 24,
1935, AS AMENDED, AND SECTION 6 OF THE
NATIONAL SCHOOL LUNCH PROGRAM

1. The Agricultural Marketing Service is fully responsible for export and diversion programs unless otherwise specifically delegated to CSS and agreed to by CSS.
2. The Agricultural Marketing Service is responsible for the procurement of fruits and vegetables, honey, peanut butter, livestock products and poultry products; and CSS is responsible for the procurement of dairy products. Agency procurement responsibilities for commodities not herein listed will be set forth in the dockets covering such procurement. In accordance with this assignment of commodity groupings, the following working arrangements pursuant to procurement activities are hereby established:

A. Programs in which the procurement functions are assigned to AMS

1. AMS is responsible for:
 - a. Planning and developing dockets, and clearing through the CCC Board prior to the Secretary's approval.
 - b. Maintaining records of docket authorizations within available funds.
 - c. Issuing program announcements and press releases relating thereto.
 - d. Issuing program allotments within AMS, limiting the incurrence of obligations to approved allotments in conformance with the established AMS obligation control system, and furnishing necessary copies of such program allotments to CSS for accounting purposes.

AMS INSTRUCTION 101-1

Rev. 1

EXHIBIT A

(2 A 1)

- e. Receiving offers and awarding contracts.
 - f. Negotiating interagency contracts, in cooperation with CSS.
 - g. Furnishing CSS with original contracts and copies of abstracts of such contracts and any amendments to such documents. These documents are the basis for obligations and payments.
 - h. Recording in AMS general ledger accounts, on a summary basis from information furnished by CSS, net cash disbursements relating to the programs, and including these and all other program transactions, as reported by CSS, in statements and reports.
 - i. Furnishing CSS with delivery orders and shipping schedules and any other information necessary to dispose of the commodities purchased for distribution.
 - j. Consolidating all budget, fiscal, and management reports.
2. CSS is responsible for:
- a. Establishing and maintaining general ledger accounts and allotment ledger and other necessary detailed accounts, in accordance with departmental regulations, reflecting allotments, obligations, and expenditures to enable AMS to make the necessary summary postings of net cash disbursements to its general ledger accounts and prepare the reports required by current regulations.
 - b. Examining, certifying for payment, scheduling and liquidating against AMS funds all vouchers chargeable to these accounts.
 - c. Submitting to AMS necessary financial and statistical reports.

(2 A 2)

d. Arranging for delivery of commodities to designated consignee or to storage, if necessary, in accordance with delivery orders and shipping schedules furnished by AMS, and also making shipment of redonated commodities to another consignee upon request by AMS.

B. Programs in which procurement functions are assigned to CSS:

1. AMS is responsible for:

a. Planning and developing dockets, and clearing through the CCC Board prior to the Secretary's approval.

b. Maintaining records of docket authorizations within available funds.

c. Issuing program directives, including amendments as necessary, authorizing CSS to carry out program provisions under an approved docket. The directive to be forwarded to the Administrator, CSS, shall include, when applicable, but not be limited to the following:

- (1) Eligible commodity and specifications
- (2) Maximum quantity
- (3) Maximum expenditures and the funds to be charged
- (4) Reprocessing and/or packaging requirements
- (5) Period of operations
- (6) Method of purchase
- (7) Delivery dates
- (8) Price range
- (9) Any other pertinent information

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EXHIBIT A

(2 B 1)

- d. Arranging for transfer of funds to CSS to cover program costs and related administrative expenses for the program operations handled by CSS.
- e. Furnishing CSS with delivery orders and shipping schedules and any other information necessary to dispose of the commodities purchased for distribution.
- f. Consolidating all budget, fiscal, and management reports.

2. CSS is responsible for:

- a. Issuing program announcements and press releases relating thereto, based upon information contained in the program directive furnished by AMS.
- b. Issuing program allotments within CSS and limiting the incurrence of obligations to approved allotments in conformance with the established CSS obligation control system.
- c. Receiving offers and awarding contracts.
- d. Negotiating interagency contracts, in cooperation with AMS.
- e. Establishing and maintaining general ledger accounts and allotment ledger and other necessary detailed accounting records on allotments, obligations, and expenditures.
- f. Notifying AMS and obtaining approval of any amendment to a contract representing a deviation from the directive.
- g. Receiving vouchers and invoices, examining such documents for payment, and otherwise making settlement of amounts payable from funds transferred from AMS.

(2 B 2)

- h. Submitting to AMS necessary financial and statistical reports.
 - i. Arranging for delivery of commodities to designated consignee or to storage, if necessary, in accordance with delivery orders and shipping schedules furnished by AMS, and also making shipment of redonated commodities to another consignee upon request by AMS.
- 3. Auditing, investigating, and claim responsibilities and the responsibilities for salvage and disposal of damaged or deteriorated commodities will follow Agency operations.
 - 4. This agreement supersedes the agreement between AMS and CSS of July 1, 1959, and will remain in effect unless revoked by mutual consent of each agency.
 - 5. The effective date of this Agreement is July 1, 1961.

APPROVED

/s/ Henry G. Herrell 7/1/60
Acting Administrator, AMS Date

APPROVED

/s/ Andrew J. Mair 7/1/60
Deputy Administrator, CSS Date

ACTION BY: *All Marketing Services Divisions and
Marketing Information, Budget and Finance, and
Administrative Services Divisions*

**Preparing and Processing
Section 6 and Section 32 Program Dockets**

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EXHIBIT A - ARRANGEMENT OF OFFICIAL DOCKET, AND REQUIRED COPIES
 OF DOCUMENTS AND THEIR USE

*ACTION BY: All Marketing Services Divisions and the
Marketing Information, Budget and Finance, and
Administrative Services Divisions*

**Preparing and Processing
Section 6 and Section 32 Program Dockets**

I PURPOSE

This Instruction prescribes procedures for (1) preparing Section 6 (National School Lunch), Section 32 (Removal of Surplus Agricultural Commodities), and related program dockets; and (2) clearing such dockets within AMS for submission to the Board of Directors of the Commodity Credit Corporation (referred to herein as CCC Board).

II LIAISON WITH OFFICES OUTSIDE AMS

A The Administrative Services (AS) Division (Operations Branch) is the liaison office (1) between AMS and the Office of the Federal Register, and (2) between AMS and the Secretary's Records Section.

B The Deputy Administrator for Marketing Services (referred to herein as Deputy Administrator) is the liaison officer (1) between AMS and the Office of the Secretary of Agriculture; and (2) between AMS and the Secretary, CCC, in collaboration with program divisions submitting dockets for CCC Board approval.

III SAFEGUARDING DOCKETS AND DOCKET INFORMATION

All officials and employees concerned with the preparation or handling of dockets shall safeguard dockets and docket information against unauthorized disclosure. Requirements for safeguarding dockets while they are administratively confidential are contained in Section VI of AMS Instruction 101-1, Operating Policy and Procedure, Section 6 and Section 32 Program Dockets.

AMS INSTRUCTION 101-2

IV TYPES OF DOCKETS, AND DOCUMENTS COMPRISING A DOCKET

A Types of Dockets. Separate dockets are generally prepared for Section 6 and Section 32 programs. Section 32 program dockets may be either of the following types:

- Export
- Domestic Consumption by Diversion Payment
- Domestic Consumption by Purchase and Donation

B Documents Comprising a Docket. Unless otherwise specifically authorized by the Deputy Administrator, the basic documents to be included in a docket are those listed below:

- Summary
- Proposal memorandum
- Secretary's directive
- Statement of funds
- General Counsel's opinion
- Resolution
- Press release (when required)
- Delegation of authority

V FORMAT AND CONTENT OF DOCUMENTS

Unless otherwise specified below, the initiating division shall prepare the documents comprising a docket. Documents shall be prepared in the following format, and typed single space, except that the press release shall be double space. In addition, certain of the documents require special wording, as provided in Section VI C and Section VIII A 2 below.

A Summary. The summary shall be in the form of a statement (original on plain bond paper) outlining briefly the significant factors in the docket proposal, especially policies involved, and the difference between new programs and previous or related programs and policies.

B Proposal Memorandum.

1 Format. The proposal memorandum (on AMS letterhead), from the director of the initiating division to the Administrator, shall transmit the Secretary's directive and explain the need and

(V B 1)

justification for the proposal (including historical background). The proposal memorandum shall be divided into the following major sections:

- I Purpose
- II Justification and Background
- III Program Provisions
- IV Classification (or Type of Program)
(Required only for Section 32 programs)
- V Termination Date for Administratively Confidential Status

2 Termination Date for Administratively Confidential Status. The last major section of the proposal memorandum shall specify a date or time as of which the administratively confidential status of the docket may be terminated. This section shall be worded as follows:

"The administratively confidential status of this docket will terminate _____."

(Insert a specific date, or other appropriate terminology such as "when approved by the Secretary of Agriculture," or "upon issuance of press release.")

3 Statement Re Press Release. The proposal memorandum should also include, at the end of the memorandum, a statement as to whether a press release is attached, or whether a press release is not to be issued.

C Secretary's Directive.

1 General Requirements. The Secretary's directive shall be in the form of a memorandum (original on blue seal letterhead) from the Secretary to the Administrator, AMS. It shall contain only the basic authorization and information needed for program operation and audit purposes (including a specified time during which the program must remain administratively confidential).

a For Section 6 docket proposals, the directive shall contain:

(1) A Delegation of Authority section, authorizing the Administrator to (a) conduct the program in accordance with the terms and conditions of the directive; and (b) redelegate authority to such employees of the Department as he deems advisable, with power to subdelegate; and

(V C 1 a)

(2) A Program Provisions section, outlining the basic provisions of the program, such as maximum expenditures, quality to be purchased, commodity involved, period and area of purchase, method of purchase, maximum prices, type of containers, minimum grades, inspection and checkloading, and method of disposition.

b For Section 32 docket proposals, the directive shall contain:

(1) A Finding and Determination section, stating that the Secretary has found and determined (as required by law) that the carrying out of the proposed program within the fund authorized will substantially accomplish the purpose of the relevant clause of Section 32 by encouraging domestic consumption or exports. Whenever the proposal involves a domestic diversion or purchase and donation operation, the finding and determination must also indicate that the operation constitutes a diversion from normal channels of trade.

(2) A Delegation of Authority section, similar in form to that prescribed for Section 6 docket proposals in subparagraph 1 a above. However, when the program aims at encouraging exports or domestic consumption by diversion payments, and is based upon a public offer, an additional statement shall be included authorizing the Administrator to issue such offer and to set forth the terms and conditions of the program.

(3) A Program Provisions section, outlining the basic provisions of the program, such as maximum expenditures, commodity involved, eligible vendors, period and area of purchase, method of purchase, maximum prices, minimum grades, type of containers, inspection, and (when commodities are to be donated) method of disposition.

2 Termination Date for Administratively Confidential Status.
The Secretary's directive must contain, as a last major section, a

statement identical to the one in the proposal memorandum (paragraph V B 2 above) as to when the confidential status of the docket may be terminated.

D Statement of Funds. The statement of funds (obtained from the Budget and Finance (BF) Division by the initiating division) shall be in the form of a memorandum addressed to the Administrator, AMS, and signed by the Director, BF Division, indicating availability of the required funds. A mimeograph stencil, identical to the typed memorandum, including date and signature, is also to be furnished the initiating division with the statement of funds.

E General Counsel's Opinion. The General Counsel's opinion (obtained from the Office of the General Counsel by the initiating division) shall provide the legal aspects of the docket proposal.

F Resolution. The resolution (obtained from the Office of the General Counsel by the initiating division) shall be in the form of a statement recording the CCC Board's action on the proposed docket.

G Press Release. A press release (prepared by the Marketing Information (MI) Division in cooperation with the initiating division) shall be included whenever public announcement is to be made of the program. This document must contain in the upper right corner the signed initials of the official(s) who signed the proposal memorandum. (This is the only document which is to be typed double space.)

H Delegation of Authority. The delegation of authority shall be in the form of a statement (on AMS letterhead), for signature by the Administrator, containing:

- 1 Source of the authority being delegated;
- 2 Title of position to which authority is delegated;
- 3 Authority delegated, including limitations on its use if any;
- 4 Extent to which the authority may be subdelegated, or a statement that it cannot be subdelegated; and
- 5 Name and title of person making the delegation.

VI PREPARING PROPOSED DOCKETS FOR CLEARANCE IN AMS

A Documents Required.

1 Documents To Be Prepared by Initiating Division. The initiating division shall prepare the following documents:

Summary
Proposal memorandum
Secretary's directive
Delegation of authority

2 Documents To Be Prepared by Other Offices. The initiating division shall request the following documents from the sources indicated. Include with the request a carbon copy of each of the documents prepared in accordance with subparagraph 1 above.

a Statement of Funds (including an identical mimeograph stencil of such statement) - to be prepared by the BF Division.

b Resolution and General Counsel's Opinion - to be prepared by the Office of the General Counsel.

c Press Release (when required) - to be prepared by the MI Division in cooperation with the initiating division.

B Number and Use of Copies. Exhibit A, attached, specifies the number of copies to be prepared for each document and prescribes the use of the copies.

C Special Wording on Summary, Proposal Memorandum, Secretary's Directive, and Statement of Funds. In the upper right corner of the first page of the summary, proposal memorandum, Secretary's directive, and statement of funds, show the following, and include a recommended time or date as of which the administratively confidential status of

the docket shall terminate: (This time or date shall be identical to that appearing in the final major section of the proposal memorandum and the Secretary's directive. See Section V B 2 above.)

"ADMINISTRATIVELY CONFIDENTIAL
UNTIL _____"

This wording shall appear on the official docket and on all copies reproduced before the termination of the administratively confidential period specified in the docket.

D Numbering Dockets. Each docket (including any amendments) shall be numbered for identification, control, and filing purposes. The initiating division, when preparing a docket proposal, shall request (by telephone) a number for the docket from the AS Division, Operations Branch, and include that number on each document comprising the docket except the press release. When requesting a number, give the Operations Branch the following information concerning the docket:

Fund or authority (Section 6 or Section 32)

Commodity(ies) involved

Year program is to be operative

For Section 32 programs only: Type of program (Export,
Domestic Consumption by Diversion Payment, or Domestic
Consumption by Purchase and Donation)

E Legend on Carbon Copies. The dictator's name, stenographer's initials, symbol of the preparing office, and date of preparation must be typed on all carbon copies of the documents comprising a docket.

F Attachments. All copies of the docket shall be identical to the original. When attachments are included with any of the original documents, identical duplicated attachments must also be included with the copies.

G Assembling Documents. Assemble the typewritten documents in a letter-size manila folder. Exhibit A, attached, illustrates the method of assembly.

AMS INSTRUCTION 101-2

VII CLEARING DOCKETS IN AMS

A Approving Dockets in AMS.

1 The director or acting director of the initiating division(s) shall sign the original of the proposal memorandum. In addition, such official(s) shall initial the original of the press release (in the upper right corner of the first page) and the salmon copy of the Secretary's directive.

2 All persons who approve the docket shall initial the salmon copy of the Secretary's directive.

B Clearance Coordination.

1 The initiating division shall notify the Deputy Administrator when a proposed docket has been prepared for preliminary discussion purposes.

2 The Deputy Administrator, in collaboration with the initiating division, will schedule necessary clearances and expedite the clearance process by giving each interested person an opportunity to participate in the review of the docket.

C Forms Requiring Budget Bureau Approval. Immediately upon determination that a docket proposal will involve the use of a form requiring Bureau of the Budget approval, the initiating division shall notify the AS Division (Forms Branch). Prompt notification will provide time to clear the form and have stocks available when needed.

VIII PREPARING COPIES OF DOCKET FOR SUBMISSION WITH OFFICIAL DOCKET TO CCC BOARD

After the docket proposal has been cleared in AMS, the initiating division shall have exact copies (line for line) of the original docket reproduced in accordance with the following for submission with the official docket. (These copies are for distribution to the CCC Board members and other interested officials in advance of the meeting at which the docket will be considered.)

A Reproduction and Special Wording Requirements.

1 Preparation of Masters. Prepare a mimeograph stencil for each document except the press release and the statement of funds. Prepare a ditto master (double space) for the press release when one is

(VIII A 1)

required. A mimeograph stencil will already have been furnished by the BF Division for the statement of funds.

2 Special Wording on Reproduced Documents.

a Summary, Proposal Memorandum, Secretary's Directive, and Statement of Funds. The reproduced copies of these documents must contain, in the upper right corner, the same administratively confidential wording and termination date which is shown on the original documents (see Section VI C above).

b Summary. In addition to the wording required in subparagraph a above, reproduced copies of the summary must show the following:

(1) In the upper right corner, directly under the administratively confidential wording and termination date, show:

"Advance copy of docket to
be considered by CCC Board
of Directors at meeting on

_____ "
(Allow sufficient space (four lines) between the
wording and the date line for applying date stamp.)

(2) At the bottom of the last page of the summary,
show the following and include name and extension
number of person to be called:

"For additional information
call _____"

c Press Release. At the top of the first page of
all dittoed copies of the press release show the following:

"PROPOSED PRESS RELEASE
NOT FOR PUBLICATION"

"ADMINISTRATIVELY CONFIDENTIAL
FOR DISCUSSION PURPOSES ONLY"

(VIII A)

3 Reproduction of Copies. Reproduce 35 copies of each required document for the Secretary, CCC, plus any additional copies required by the initiating division. Run documents back to back when they consist of more than one page. Attach a green "DO NOT PULL COPIES" tag on the top of the requisition for reproduction. (Supplies of the tag are available from the Central Supply Section.) The tag serves as a warning to the reproduction plant that the material is administratively confidential and that no copies may be withheld.

B Assembling Reproduced Copies. Assemble and staple the documents in the order shown below. Retain the used stencils for re-use after the docket has been approved.

Summary (top)
Proposal memorandum
Secretary's directive
Delegation of authority
Statement of funds
General Counsel's opinion
Resolution
Press release, when required (always a ditto copy)

IX SUBMISSION OF DOCKET TO CCC BOARD

The initiating division shall deliver the official, assembled docket (in its typewritten form) and the 35 reproduced copies in person in a sealed envelope to the Deputy Administrator for approval by the Administrator. After obtaining approval by the Administrator the Deputy Administrator shall send the docket, and its reproduced copies, to the Secretary, CCC, for scheduling.

X PRESENTATION OF DOCKETS TO CCC BOARD

Docket proposals are presented to the CCC Board by the Administrator or by a person designated by him.

XI PROCESSING DOCKETS AFTER CCC BOARD ACTION

A Approved Dockets. Dockets (including amendments) approved by the CCC Board will be submitted by the Deputy Administrator to the

(XI A)

Secretary of Agriculture for consideration and approval. The Deputy Administrator will inform the Secretary, CCC, when all necessary approvals have been obtained. After the Secretary of Agriculture has approved the docket, the following action shall be taken.

- 1 The Deputy Administrator shall:
 - a Remove the press release (if any) and send it to the MI Division with authorization for release; and
 - b Send the approved docket to the Assistant Secretary, CCC.
- 2 The Assistant Secretary, CCC, will:
 - a Send the official approved docket to the Operations Branch for assignment of a number to the delegation of authority, and for filing;
 - b File a facsimile carbon copy of the approved docket; and
 - c Send a facsimile carbon copy of the official docket, and a mimeograph copy in exact conformance with the approved docket to the initiating division with advice as to the number of mimeograph copies needed for distribution.
- 3 The AS Division (Operations Branch) shall:
 - a Assign a number to the delegation of authority, stamp the number on the original, and advise the Assistant Secretary, CCC, of the number assigned;
 - b Have verifax copies of delegation of authority and Secretary's directive made for Assistant Secretary, CCC; and
 - c File the official approved docket and the delegation of authority.

(XI A)

4 The initiating division shall deliver the mimeograph copies, as instructed, to the Assistant Secretary, CCC, for official distribution.

B Disapproved Dockets. When a docket is disapproved by the CCC Board, the Secretary, CCC, will notify the initiating division and transmit the docket (with an explanatory memorandum) to the AS Division (Operations Branch) for filing.

XII FEDERAL REGISTER PUBLICATION

A Section 6 programs do not require publication in the Federal Register.

B Section 32 programs require publication in the Federal Register only when the Office of the General Counsel determines this to be necessary. (For procedure on the publication of dockets, see AMS Instruction 123-1, Publication of Documents in the Federal Register and the Code of Federal Regulations.)

XIII PREPARING DOCKET AMENDMENTS

Amended dockets must be submitted as complete dockets with all changes recorded. They shall be similar in form to and cleared in the same manner as the initial docket. However, basic information in the initial docket need not be repeated in the amended docket. All documents of an amended docket shall be prepared in the same format as the initial document, except that--

A The title (which shall be the same as the title of the initial docket) shall be preceded by the words "First Amendment to," "Second Amendment to," etc., as appropriate.

B The Proposal Memorandum must contain, as a minimum, the following sections:

I Purpose

II Justification and Background (including need for amendment)

III Changes in authorized expenditures. (Where amounts of funds are changed, include a revised estimate of the quantities which may be purchased.)

(XIII)

C The Secretary's Directive shall contain only the sections from the initial directive which are being changed, and the exact changes which are being made in such sections.

D A Delegation of Authority is required only when amendment of the docket requires changes in the initial delegation.

6-10-61

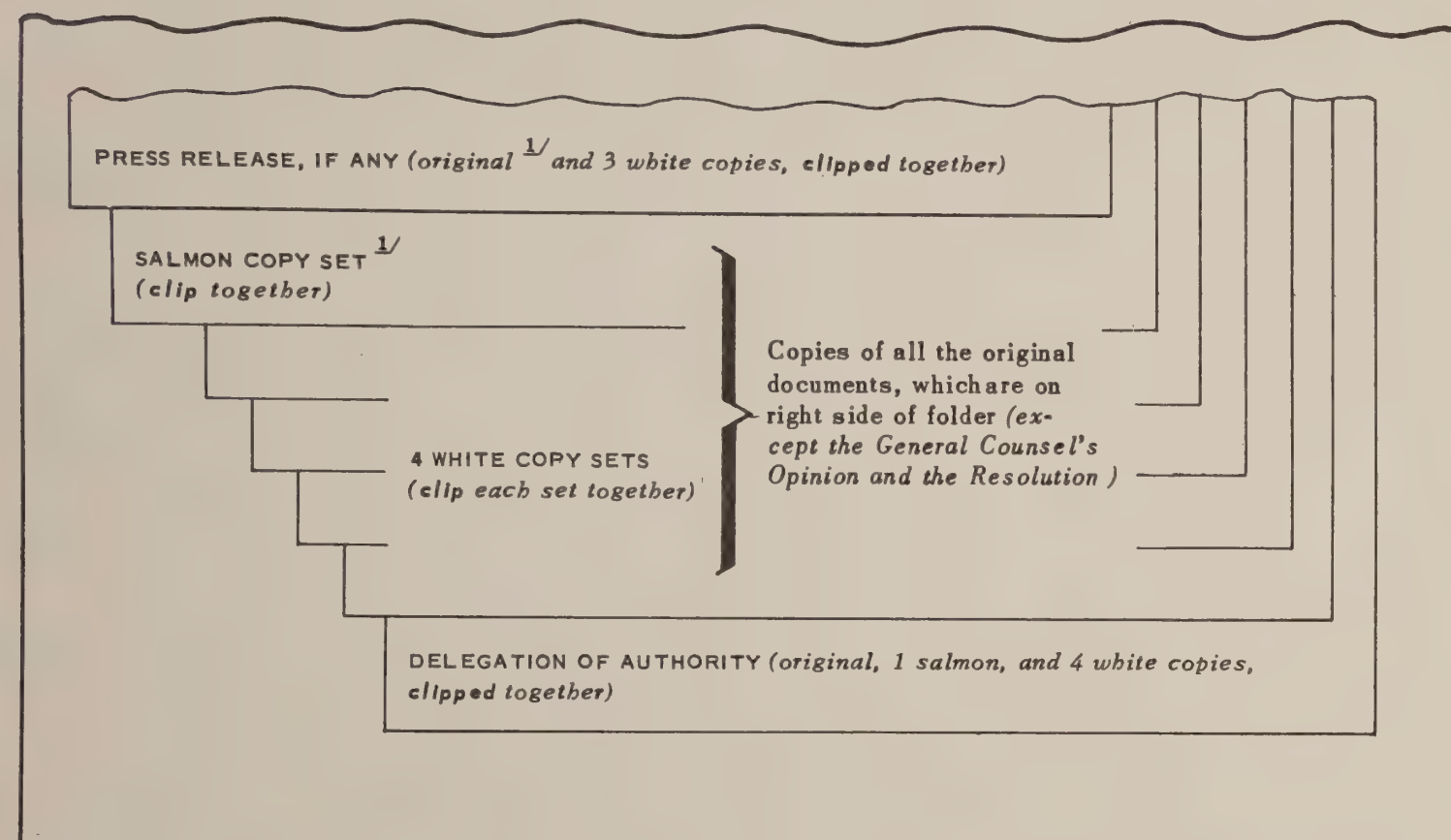
O. V. Wells
Administrator

Attachment

ARRANGEMENT OF OFFICIAL DOCKET

LEFT SIDE OF OFFICIAL DOCKET FOLDER

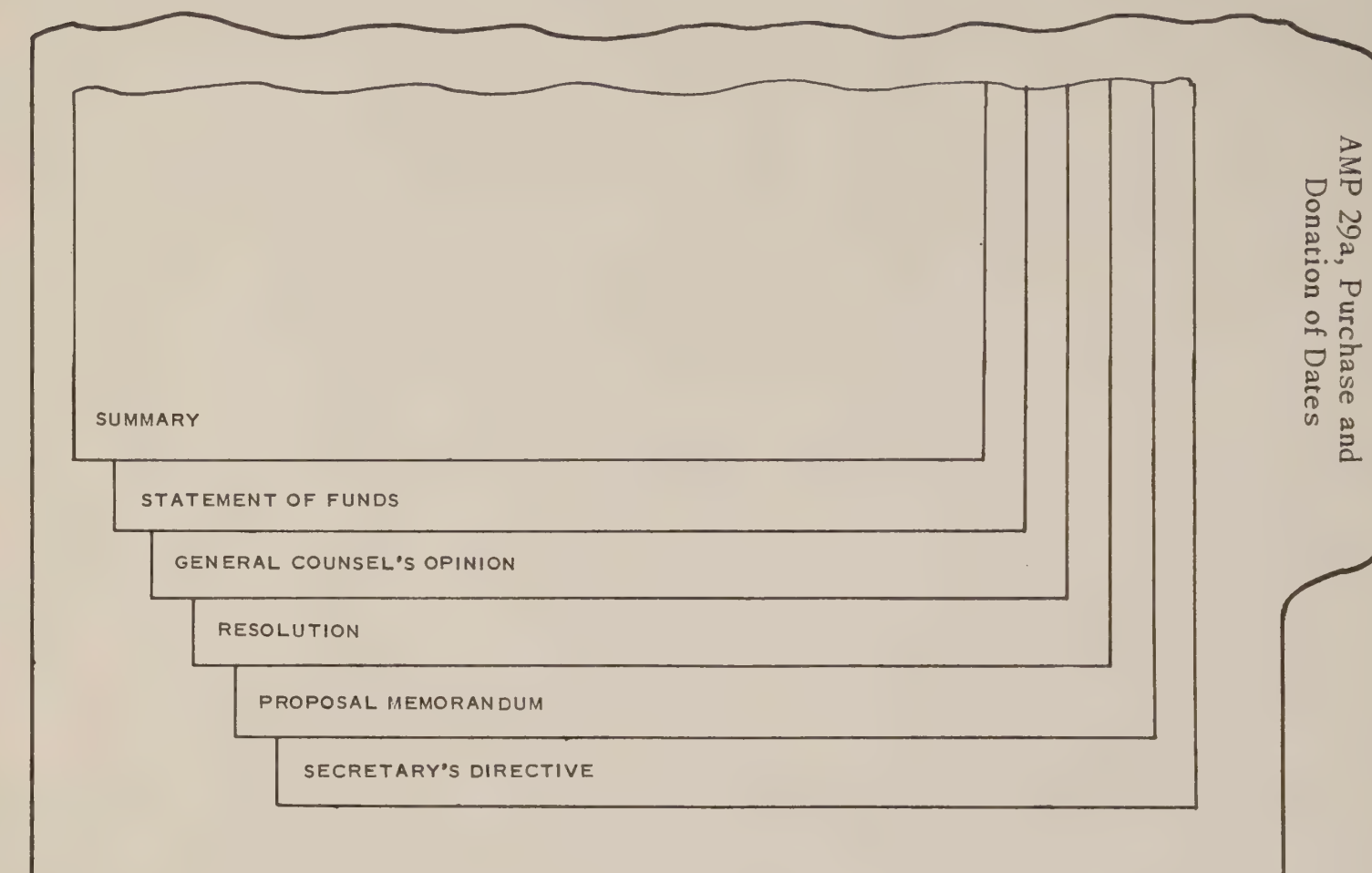
Put the groups of documents shown below on the left side of the folder. **Clip** them to the folder with a spring clip. The documents are listed below in top-to-bottom order.



^{1/} See Section VII A of the Instruction for initialing requirements.

RIGHT SIDE OF OFFICIAL DOCKET FOLDER

Put the documents shown below (*Originals Only*) on the right side of a letter-size manila folder. The documents are listed in top-to-bottom order. **Clip** the documents securely to the folder and put the number and title of the docket on the folder tab, as illustrated. Stamp "ADMINISTRATIVELY CONFIDENTIAL" on the outside of the folder in the upper right corner.



REQUIRED COPIES OF DOCUMENTS AND THEIR USE

DOCUMENTS TO BE PREPARED BY INITIATING DIVISION

Prepare original, 1 salmon, and 8 white copies (7 if no press release) of each.

SUMMARY, PROPOSAL MEMORANDUM, and SECRETARY'S DIRECTIVE

Original (right side docket folder)
1 salmon } (left side docket folder)
4 white }
1 white each for:
initiating division files
BF Division
MI Division
Office of General Counsel

DELEGATION OF AUTHORITY

Original }
1 salmon } (left side docket folder)
4 white }
1 white each for:
initiating division files
BF Division
MI Division
Office of General Counsel

DOCUMENTS TO BE PREPARED AND FURNISHED BY OTHER OFFICES

STATEMENT OF FUNDS (Prepared by BF Division)

Original (right side docket folder)
1 salmon } (left side docket folder)
4 white }
1 white each for:
BF Division files
division initiating docket

GENERAL COUNSEL'S OPINION and RESOLUTION (Prepared by Office of General Counsel)

Original (right side docket folder)
1 white for division initiating docket

PRESS RELEASE (Prepared by MI Division)

Original } (left side docket folder)
3 white }
1 white each for:
MI Division files
division initiating docket

ACTION BY: All Divisions and Offices

AMS Field Offices and Areas

I PURPOSE

This Instruction provides information on the field organizations of AMS, and supplements AMS Instruction 100-1, AMS Organization, Functions, and Delegations of Authority.

II FIELD OFFICES AND AREAS

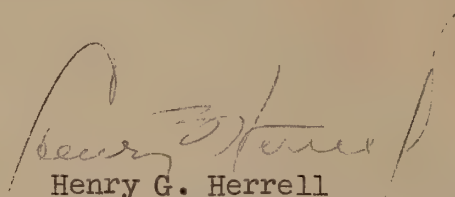
An issuance entitled "Field Offices and Areas," which is distributed with this Instruction, contains maps showing the location of field offices, the administrative and program areas, and the number and type of field offices for each division. These maps also show the primary responsibilities of each type of office, and the administrative and technical reporting lines between field offices, and between field offices and Washington, as well as other distinguishing features of the field structure of AMS.

III MAINTENANCE

Unless there are major changes, the maps will be revised, as required, on an annual basis, and individual maps provided as replacements in this issuance. Minor changes will be posted on the master maps maintained by the Personnel Division, Classification and Organization Branch, until the annual revision is made. These postings will be made from requests to open and close field offices and from requests to change organizations.

IV EXTRA COPIES

A limited number of additional copies of the issuance, "Field Offices and Areas," are available in the Administrative Services Division, Procedures Branch, Washington 25, D. C.

A handwritten signature in dark ink, appearing to read "Henry G. Herrell", is written over the typed name.

Henry G. Herrell
Deputy Administrator, Management

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington 25, D. C.

AMS INSTRUCTION No. 101-2

ACTION BY: Division Directors and Staff Officers

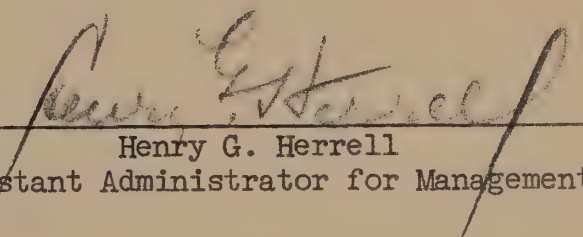
Operations of AMS and CSS With Respect to
Section 6 and Section 32 Programs

I : PURPOSE

The purpose of this Instruction is to make known to the AMS staff the provisions of a memorandum of understanding (see Exhibit A) between the Commodity Stabilization Service and AMS, entitled "Method of Operation Between AMS and CSS With Respect to Approved Section 32 and Section 6 Programs."

II APPLICATION OF AGREEMENT TO AMS

Exhibit A is self-explanatory and will govern our activities in connection with approved Section 6 or Section 32 programs.



Henry G. Herrell
Assistant Administrator for Management

Attachment

Method of Operation Between AMS and CSS
With Respect to Approved Section 32 and Section 6 Programs

I In carrying out Section 32 purchase, export and diversion programs, and Section 6 School Lunch Program, the following activities will be the responsibility of AMS:

A Programs, Excluding Fruits and Vegetables

With respect to how programs are instituted under Section 32 and Section 6, there will be issued to CSS a program directive authorizing CSS to carry out program provisions under an approved docket and outlining whatever details are necessary to effectuate the purpose of the program. Amendments to the directive will be issued as required. The directive shall include, when applicable, but not be limited to the following information and forward to the Administrator, CSS:

- 1 Eligible commodity and specifications
- 2 Maximum quantity
- 3 Maximum expenditures
- 4 Eligible vendors, exporters or participants
- 5 Eligible importing countries
- 6 Specified new use or byproduct
- 7 Reprocessing and/or packaging requirements
- 8 Period of operation
- 9 Method of purchase
- 10 Delivery dates
- 11 Price range
- 12 Rate of payment

B Programs on Fruits and Vegetables

Prepare program allotment advices and revisions thereto in the amount of funds required by area under each announced program, and submit to Budget Division, CSS, for issuance.

C All Programs

1 Arrange for transfer of funds to CSS in amounts sufficient to provide for commodity operations under approved programs, and for the administrative expenses necessary for operation of the program.

2 Furnish CSS with delivery orders and shipping schedules and any other information necessary to dispose of the commodities purchased for distribution.

II In carrying out Section 32 purchase, export and diversion programs and Section 6 School Lunch Program, the following activities will be the responsibility of CSS:

A Programs, Excluding Fruits and Vegetables

- 1 Issue program announcements based upon information contained in the program directive furnished by AMS.
- 2 Receive bids and negotiate contracts.
- 3 Receive intentions to export or divert, and negotiate contracts.
- 4 Furnish AMS with abstracts of the contracts and any amendments thereto as required by AMS.
- 5 Notify AMS and obtain approval of any amendment to a contract requesting a deviation from the directive.

B All Approved Programs

- 1 Issue program allotments and any revisions thereto.
- 2 Establish obligation and expenditure records and submit the following reports:
 - a Monthly summaries of program allotment transactions.
 - b Monthly summaries of program cost reports.
 - c Monthly summaries by organizational unit and object classification, of administrative expense allotment transactions.
 - d Such other reports as may be required.
- 3 Arrange for delivery of commodities to designated consignee or to storage, if necessary, in accordance with delivery orders and shipping schedules furnished by AMS.
- 4 Arrange for salvage and disposal of damaged or deteriorated commodities and notify AMS of the results of the operation.
- 5 Receive vouchers and invoices for payment and make settlement in the amounts found due.
- 6 Process claims arising from program operations.
- 7 Conduct internal audits in program operations delegated to CSS.
- 8 On program operations delegated to CSS furnish AMS with copies of correspondence and other material relating to policy and general operations.

Approved:

/s/ O. V. Wells 3-26-54
Administrator, AMS (Date)

Approved:

/s/ J. A. McConnell 4-7-54
Administrator, CSS (Date)

Method of Operation Between AMS and CSS
With Respect to Approved Section 32 and Section 6 Programs

I In carrying out Section 32 purchase program and Section 6 School Lunch Program, the following activities will be the responsibility of AMS:

A Programs. Excluding Fruits and Vegetables

With respect to how programs are instituted under Section 32 and Section 6, there will be issued to CSS a program directive authorizing CSS to carry out program provisions under an approved docket and outlining whatever details are necessary to effectuate the purpose of the program. Amendments to the directive will be issued as required. The directive shall include, when applicable, but not be limited to the following information and forward to the Administrator, CSS:

- 1 Eligible commodity and specifications
- 2 Maximum quantity
- 3 Maximum expenditures
- 4 Reprocessing and/or packaging requirements
- 5 Period of operation
- 6 Method of purchase
- 7 Delivery dates
- 8 Price range

B Programs on Fruits and Vegetables

Prepare program allotment advices and revisions thereto in the amount of funds required by area under each announced program, and submit to Budget Division, CSS, for issuance.

C All Programs

1 Arrange for transfer of funds to CSS in amounts sufficient to provide for commodity operations under approved programs, and for the administrative expenses necessary for operation of the program.

2 Furnish CSS with delivery orders and shipping schedules and any other information necessary to dispose of the commodities purchased for distribution.

II In carrying out Section 32 purchase program and Section 6 School Lunch Program, the following activities will be the responsibility of CSS:

A Programs. Excluding Fruits and Vegetables

- 1 Issue program announcements based upon information contained in the program directive furnished by AMS.
- 2 Receive bids and negotiate contracts.
- 3 Furnish AMS with abstracts of the contracts and any amendments thereto as required by AMS.
- 4 Notify AMS and obtain approval of any amendment to a contract requesting a deviation from the directive.

B All Approved Programs

- 1 Issue program allotments and any revisions thereto.
- 2 Establish obligation and expenditure records and submit the following reports:
 - a Monthly summaries of program allotment transactions.
 - b Monthly summaries of program cost reports.
 - c Monthly total obligations incurred for administrative expenses under Section 32 and Section 6, and a quarterly statement of obligation by activity for Section 32.
 - d Such other reports as may be required.
- 3 Arrange for delivery of commodities to designated consignee or to storage if necessary, in accordance with delivery orders and shipping schedules furnished by AMS.
- 4 Arrange for salvage and disposal of damaged or deteriorated commodities and notify AMS of the results of the operation.
- 5 Receive vouchers and invoices for payment and make settlement in the amounts found due.
- 6 Process claims arising from program operations.
- 7 Conduct internal audits in program operations delegated to CSS.
- 8 On program operations delegated to CSS furnish AMS with copies of correspondence and other material relating to policy and general operations.

III The Agricultural Marketing Service will assume all responsibility for conducting export and diversion programs commencing on or after July 1, 1955, and the Commodity Stabilization Service will continue to have responsibility, outlined in this Memorandum of Understanding, prior to this amendment, for all programs that commenced prior to July 1, 1955.

IV Upon approval of any export or diversion program, with respect to which AMS desires to use the services of CSS, a memorandum in detail will be directed to CSS for concurrence in such services.

Approved:

Approved:

/S/ O. V. Wells 7-7-55
Administrator, AMS (Date)

/S/ Earl M. Hughes 7-11-55
Administrator, CSS (Date)

7-18-55

ACTION BY: *All Marketing Services Divisions and the
Marketing Information, Budget and Finance, and
Administrative Services Divisions*

**Preparing and Processing
Section 6 and Section 32 Program Dockets**

I PURPOSE

This Auxiliary requires that an additional statement be prepared and accompany each Section 6 and Section 32 docket.

II NATURE OF STATEMENT

In addition to the material currently furnished in a Section 6 or Section 32 docket, the division initiating a docket shall prepare a concise statement of the program, and this statement shall accompany the docket. This statement will be in addition to the summary statement currently a part of the docket, but will not become a formal part of the docket for distribution.

The statement (one-half to three-fourths of a page, single-spaced) should include what the proposal is, why it is being made, and the more important considerations surrounding it.

The statement will be used for presenting the proposal to the CCC Board.



S. R. Smith
Administrator

ACTION BY: All Marketing Service Divisions

Assignment of Agricultural and Food Commodities to Divisions

I PURPOSE

This Instruction assigns commodities to the various Marketing Service divisions.

II EXHIBITS

Commodities are assigned in accordance with exhibits A, B, and C which are summarized below.

<u>EXHIBIT</u>	<u>TITLES</u>
A	Alphabetical Listing of Commodities Assigned to Divisions for Program Purposes
B	Division Listing of Commodities for Program Purposes
C	Special Considerations in Connection with the Assignment of Certain Commodity Responsibilities to AMS Divisions

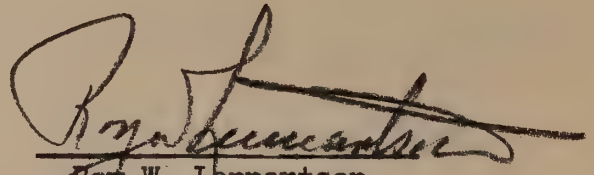
III KEY TO DIVISION SYMBOLS

Division symbols precede each commodity listed in Exhibit A. The key to these division symbols is as follows:

CN - Cotton	LS - Livestock
DA - Dairy	PY - Poultry
FV - Fruit and Vegetable	TB - Tobacco
GR - Grain	

IV EXPLANATION OF "PROGRAM PURPOSES"

As noted above, Exhibits A and B assign commodities for program purposes. The term "program purposes" includes such responsibilities as are or may in the future be assigned to the divisions by other instructions for the following activities: Inspection, Grading, Classing and Standardization, Market News, Regulatory (including Marketing Agreements and Orders), and Section 32. Assignments of responsibilities for defense mobilization activities are set forth in AMS Instruction No. 107-1, Assignment of Defense Mobilization Functions and Related Delegations of Authority Within the Agricultural Marketing Service.



Roy W. Lennartson
Acting Administrator

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS

ALPHABETICAL LISTING OF AGRICULTURAL AND FOOD COMMODITIES

Note: Where regulations governing inspection of any of the commodities listed below have not been published in the Federal Register, inspection will be performed only in connection with Government contracts or other Government programs, or under other conditions noted below.

CN	Abaca	GR	Buckwheat, including flour and cereal
FV	Acids, acetic, citric, tartaric & phosphoric	DA	Butter, butter oil and butter products
GR	Alcohol & alcoholic beverages (derived from grain)	DA	Buttermilk (fluid & dry)
FV	Alcohol and alcoholic beverages (derived from fruits and vegetables)	GR	Calcium acid phosphate
GR	Alfalfa meal	GR	Candles
IS	Animal fats, edible, raw or unrendered, rendered or otherwise prepared	FV	Candied fruit and fruit peel
FV	Anise	FV	Candy and candy products
FV	Arrowroot	DA	Casein
FV	Asparagus plumosis	IS	Casings (natural and artificial)
FV	Baby food (from fruits or vegetables)	FV	Cassava
PY	Baby food (from eggs and poultry)	IS	Cattle and calves
GR	Bakery products	GR	Cereals and cereal preparations
FV	Baking soda and baking powder	DA	Cheese and cheese foods
GR	Barley and barley products	FV	Chewing gum
FV	Beans (canned or frozen, with or without sauce, with or without pork or other meat seasoning)	TB	Chewing tobacco
GR	Beans, dry edible	FV	Chicle
FV	Beeswax	FV	Chicory
GR	Beet pulp	GR	Chicory seed
FV	Berries (dehydrated, fresh, frozen, dried, canned or otherwise processed)	FV	Chili pepper or powder
FV	Beverages, non-alcoholic	FV	Chocolate and chocolate products
GR	Birdseed	FV	Chow mein
GR	Biscuits, all kinds	FV	Christmas trees
GR	Bone meal	TB	Cigars
GR	Bran	TB	Cigarettes
GR	Bread	GR	Citrus pulp feed
GR	Brewers dried grains	FV	Cocoa and cocoa products
GR	Broom corn	FV	Coconuts and coconut products (except copra & coconut oil)
		GR	Coconut oil
		GR	Cod liver oil
		FV	Coffee and coffee products and substitutes
		FV	Concentrated food drinks (Ovaltine & Postum)
		FV	Confectionery
		GR	Copra
		GR	Copra meal
		GR	Corn

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS

GR Corn grits	FV Flavorings, fruit & vegetable
GR Corn meal	CN Flax fiber
GR Corn oil	GR Flaxseed
GR Cornstarch	GR Flour, all kinds except potato
GR Corn sugar	FV Flowers, cut
GR Corn syrup	FV Flowers, bulb
CN Cotton	FV Food colors
CN Cotton linters	GR Garbanzos (chick peas)
CN Cottonseed	FV Gelatin
GR Cottonseed meal, cakes & pellets	GR Glucose
*GR Cottonseed oil	GR Glycerine
FV Coumarin	LS Goats, Angora and other types kept primarily for mohair production
GR Cowpeas	DA Goats milk
GR Cracked corn	GR Graham flour
GR Cracked wheat	GR Grain sorghums
GR Crackers and cracker meal	GR Granite grits and meal
DA Cream (fluid & dry)	GR Hard bread
FV Cream of tartar	GR Hay
DA Custard, dairy (frozen & powdered)	GR Hempseed
FV Dates and date products	GR Hempseed oil
FV Dessert powders (custard powder other than dairy and other dessert powder)	CN Hemp
GR Dextrin	CN Henequen
GR Dextrose	FV Herbs, seasoning
GR Diacetone - gulosonic acid	LS Hides, skins, pelts and hair from domesticated farm animals
GR Distillers dried grains	LS Hogs, including pigs
GR Dog biscuits	FV Hominy (canned & dehydrated)
FV Drink powders (not containing milk)	GR Hominy grits
*FY Eggs (frozen, shell & dried)	FV Honey and honey products
FV Enzymes (diastatic & pectinal)	*GR Hops
FV Essential fruit and spice oils	FV Horseradish (fresh & processed)
FV Extracts, fruit and flavoring	LS Horsemeat
GR Farina	LS Horses and mules
GR Fatty acids	DA Ice cream and mix (liquid & dry) ices, sherbets, frappes, ice milk
GR Fatty alcohols	CN Jute
GR Feed and grain products	FV Kola nuts
CN Fibers, vegetable	CN Kapok
GR Feeding oil	CN Kenaf
*LS Fish and shell fish, and any products thereof, fresh or processed (frozen, canned, pickled, dried, smoked, salted or otherwise processed)	GR Lanolin
*GR Fish oils	LS Lard and rendered pork fat
*GR Fish liver oil and concentrate	GR Laundry starch
*GR Fish meal	GR Leavening compounds
	FV Lecithin
	GR Lentils
	GR Linseed oil
	GR Linseed meal and oilcake

* See Exhibit C

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS

GR Liver and glandular meal	FV Olives and olive products, including olive oil
FV Lozenges	FV Onion sets
GR Macaroni and macaroni products	*GR Oyster shells (flour and grits)
GR Malt, malt syrup, malt diastase, baker's malt	FV Parsley
GR Margarine	GR Pea meal
GR Marine mammal oils	FV Peanuts, peanut butter and other peanut products, except peanut cake, meal and flour
FV Mate	GR Peanut cake, meal and flour
GR Matzoth (bread)	FV Peanut oil
FV Mayonnaise	GR Pearl barley
LS Meat and meat products, including sausage (fresh, chilled, frozen, pickled, cured, smoked, canned, dried & dehydrated	GR Peas, dry
LS Meat extracts	GR Pectin, Apple, citrus
DA Milk (cultured, fluid, dry condensed, evaporated & malted)	FV Pickles and pickle products
GR Mill feeds	TB Pine dipentene
DA Milk formulas, baby	TB Pine oil
DA Milk sugar	TB Pine pitch
FV Mincemeat	TB Pine tar
LS Mohair	FV Pomace, apple and citrus
FV Molasses except for stock feed	GR Popcorn
*GR Molasses for feed	FV Poppy seed
FV Mushrooms (fresh, canned or otherwise processed)	FV Pork and beans, canned
GR Mustard seed	FV Potato products
FV Mustard, prepared	*PY Poultry, live, dressed & eviscerated including chickens, turkeys, ducks geese, guineas & squabs (fresh, frozen & canned)
TB Naval stores	GR Protein feeds - concentrates
GR Neats foot oil	GR Pulp, beet, etc., used for animal feed
TB Nicotine	FV Pulp, fruit (except dried citrus pulp for stock feed)
DA Non-fat dry milk solids	*PY Rabbits, dressed, domestic
GR Noodles	CN Ramie
FV Nuts (fresh and processed)	DA Rennet (tablets, powdered & liquid)
GR Oats and oat products	FV Rhubarb (fresh, canned and frozen)
GR Oilseeds, except as otherwise assigned	GR Rice
GR Oilseed cakes, meals and pellets	GR Rice flour
GR Oils, vegetables and nut, except as otherwise assigned	TB Rosin
GR Oleo oil	GR Rye
GR Oleomargarine	GR Rye flour
	GR Safflower seed

* See Exhibit C

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS

GR Safflower seed oil	GR Sulphonated fats, oils and fatty acids
FV Saccharine	GR Sunflower seed
FV Salad dressing	GR Sunflower seed oil
*GR Salad oil, as assigned	FV Syrups, blended
FV Salt	FV Syrups and syrup products (except from grain)
DA Sandwich spreads (dairy products base)	GR Syrup, from grain
CN Sansevieria	TB Tall oil and pinene
FV Sauces, meat, vegetable	GR Tallow, inedible
LS Scrapple, chili con carne and other food products produced in meat packing plants and containing a substantial proportion of meat or animal fat	LS Tallow, edible
FV Sesame seed	GR Tankage, meat
GR Seeds, agricultural and vegetable	FV Tapioca
GR Semolina	FV Tartaric raw materials
LS Sheep and lambs	FV Tea
CN Sisal	TB Tobacco by-products
GR Shortenings, Vegetable	TB Tobacco in unmanufactured form
TB Smoking tobacco	TB Tobacco plants and seed
TB Snuff	FV Tomato plants
GR Soaps	FV Tonka beans
GR Soap stock (foots)	FV Tung nuts and oil
FV Soft drinks	TB Turpentine
FV Soups (canned, dry mix, dehydrated mix and frozen, except poultry soups)	FV Vanilla beans
GR Soybeans	FV Vanillin
GR Soybean cake and meal	FV Vegetables and vegetable products and juices (fresh canned, frozen, dehydrated, dried and otherwise processed)
GR Soybean oil	GR Vermicelli
GR Soyflour and grits	FV Vinegar
GR Spaghetti	GR Vitamin A and D oil
FV Spices	GR Vitamins and vitamin products
GR Split peas	FV Watermelons
FV Starch, except from grain	GR Wheat
GR Starch from grain	GR Wheat cereal
GR Stearic acid	GR Wheat flour - white, whole wheat (graham)
GR Stearines	GR Wheat meal (farina)
GR Straw	DA Whey (liquid, dry)
FV Sugar, cane, beet and maple	LS Wool
GR Sugar, from grain	GR Yeast, active and inactive
	GR Yeast food

* See Exhibit C

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS
DIVISION LISTING OF AGRICULTURAL AND FOOD COMMODITIES

COTTON DIVISION

Abaca
Cotton
Cotton linters
Cottonseed
*Cottonseed oil
Fibers, vegetable
Flax fiber
Hemp
Henequen
Jute
Kapok
Kenaf
Ramie
Sansaviera
Sisal

DAIRY DIVISION

Butter, butter oil and butter products
Buttermilk (fluid and dry)
Casein
Cheese and cheese foods
Cream (fluid and dry)
Custard, dairy (frozen and powdered)
*Eggs (frozen, shell and dried)
Goat milk
Ice cream and mix (liquid and dry), ices, sherbets, frappes, ice milk
Milk (cultured, fluid, dry, condensed, evaporated and malted)
Milk formulas, baby
Milk sugar
Non-fat dry milk solids
*Poultry, live, dressed and eviscerated including chickens, turkeys, ducks, geese, guineas and squabs (fresh, frozen and canned)
*Rabbits (dressed, domestic)
Rennet (tablets, powdered and liquid)
Sandwich spreads (dairy products base)
Whey (liquid and dry)

FRUIT AND VEGETABLE DIVISION

Fruits and vegetables and processed products thereof including fresh, canned, dried, dehydrated, frozen, pickled, or otherwise processed or preserved. In addition, the following fresh and processed products, many of which are included in the above general group:
Alcohol and alcoholic beverages (derived from fruits and vegetables)
Acids (acetic, citric, tartaric and phosphoric)
Anise
Arrowroot
Asparagus plumosis
Baby food (from fruits or vegetables)
Baking soda and baking powder
Beans (canned or frozen, with or without sauce, with or without pork or other meat seasoning)
Beeswax
Berries (fresh, canned, dried, frozen, dehydrated or otherwise processed)
Beverages (non-alcoholic)
Candied fruit and fruit peel
Candy and candy products
Cassava
Chewing gum
Chicle
Chicory
Chili pepper or powder
Chocolate and chocolate products
Chow mein
Christmas trees
Cocoa and cocoa products
Coconuts and coconut products (except copra and coconut oil)
Coffee and coffee products and substitutes
Concentrated food drinks (Ovaltine and Postum)

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS

FRUIT AND VEGETABLE DIVISION (cont'd.)

Confectionery
Coumarin
Cream of tartar
Dates and date products
Dessert powders (custard powder
other than dairy and other dessert
powders)
Drink powders (not containing milk)
Enzymes (diastatic & pectinal)
Essential fruit and spice oils
Extracts, fruit and flavoring
*Fish and shellfish, and any products
thereof (fresh or processed, frozen,
canned, pickled, dried, smoked,
salted or otherwise processed)
Flavorings, fruit and vegetable
Flowers, cut
Flowers, bulbs
Food colors
Gelatin
Herbs, seasoning
Hominy (canned and dehydrated)
Honey and honey products
*Hops
Horseradish (fresh and processed)
Kola nuts
Lecithin
Lozenges
Mate
Mayonnaise
Mincemeat
*Molasses for feed
Molasses, except for stock feed
Mushrooms (fresh, canned or other-
wise processed)
Mustard, prepared
Nuts (fresh and processed)
Olives and olive products,
including olive oil
Onion sets
Parsley
Peanuts, peanut butter and other
peanut products (except peanut cake,
meal and flour)
Peanut oil
Pectin (apple & citrus)
Pickles and pickle products

Pomace (apple and citrus)
Poppy seed
Pork and beans (canned)
Potato products
Pulp, fruit (except dried citrus
pulp for stock feed)
Rhubarb (fresh, canned and frozen)
Saccharine
Salad dressing
*Salad oil as assigned
Salt
Sauces, meat and vegetable
Sesame seed
Soft drinks
Soups (canned, dry mix, dehydrated
mix and frozen, except poultry soups)
Spices
Starch (except from grain)
Sugar, cane, beet and maple
Syrups and syrup products
(except from grain)
Syrups, blended
Tapioca
Tartaric raw materials
Tea
Tomato plants
Tonka beans
Tung nuts and oil
Vanilla beans
Vanillin
Vegetables and vegetable products and
juices (fresh, canned, frozen, dehydrated,
dried and otherwise processed)
Vinegar
Watermelons

GRAIN DIVISION

Alcohol and alcoholic beverages
(derived from grain)
Alfalfa meal
Bakery products
Barley and barley products
Beans, dry edible
Beet pulp
Birdseed
Biscuits, all kinds
Bone meal
Bran

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS

GRAIN (cont'd.)

Bread	Graham flour
Brewers dried grains	Grain sorghums
Broom corn	Granite grits and meal
Buckwheat, including flour and cereal	Hard bread
Calcium acid phosphate	Hay
Candles	Hempseed
Cereals and cereal preparations	Hempseed oil
Chicory seed	Hominy grits
Citrus pulp feed	*Hops
Coconut oil	Lanolin
Cod liver oil	Laundry starch
Copra	Leavening compounds
Copra meal	Lentils
Corn	Linseed oil
Corn grits	Linseed meal and oilcake
Corn meal	Liver and glandular meal
Corn oil	Macaroni and macaroni products
Cornstarch	Malt, malt syrup, malt diastase, baker's malt
Corn sugar	Margarine
Corn syrup	Marine mammal oils
Cottonseed meal, cakes and pellets	Matzoth (bread)
*Cottonseed oil	Mill feeds
Cowpeas	*Molasses for feed
Cracked corn	Monosodium glutamate
Cracked wheat	Mustard seed
Crackers and cracker meal	Neats foot oil
Dextrin	Noodles
Dextrose	Oats and oat products
Diacetone--Gulosonic acid	Oilseeds (except as otherwise assigned)
Distillers dried grains	Oilseed cakes, meals and pellets
Dog biscuits	Oils, vegetable and nut (except as otherwise assigned)
Farina	Oleo oil
Fatty acids	Oleomargarine
Fatty alcohols	*Oyster shells, flour and grits
Feed and grain products	Pea meal
Feeding oil	Peanut cake, meal and flour
*Fish oils	Pearl barley
*Fish liver oil and concentrate	Peas, dry
*Fish meal	Popcorn
Flaxseed	Protein feeds - concentrates
Flour, all kinds (except potato)	Pulp, beet, etc., used for animal feed
Garbanzos (chick peas)	Rice
Glucose	Rice flour
Glycerine	Rye

* See Exhibit C

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS

GRAIN (cont'd.)

Rye flour
Safflower seed
Safflower seed oil
*Salad oil
Seeds, agricultural and vegetable
Semolina
Shortenings, vegetable
Soaps
Soap stock (foots)
Soybeans
Soybean cake and meal
Soybean oil
Soyflour and grits
Spaghetti
Split-peas
Starch from grain
Stearic acid
Stearines
Straw
Sugar from grain
Sulphonated fats, oils and fatty acids
Sunflower seed
Sunflower seed oil
Syrup from grain
Tallow, inedible
Tankage, meat
Vermicelli
Vitamin A and D oil
Vitamins and vitamin products
Wheat
Wheat cereal
Wheat flour - white, whole wheat (graham)
Wheat meal (farina)
Yeast, active and inactive
Yeast foods

LIVESTOCK DIVISION

Animal fats, edible raw or unrendered, rendered or otherwise prepared
Casings (natural and artificial)
Cattle and calves
*Fish and shellfish and any products thereof, fresh or processed (frozen, canned, pickled, dried, smoked salted or otherwise processed)

Goats, Angora and other types kept primarily for mohair production
Hides, skins, pelts and hair from domesticated farm animals
Hogs, including pigs
Horsemeat
Horses and mules
Lard and rendered pork fat
Meat and meat products, including sausage (fresh, chilled, frozen, pickled, cured, smoked, canned, dried and dehydrated)
Meat extracts
Mohair
Scrapple, chili con carne and other food products products in meat packing plants and containing a substantial proportion of meat or animal fat
Sheep and lambs
Tallow, edible
Wool

POULTRY DIVISION

Baby foods (from eggs and poultry)
*Eggs (frozen, shell and dried)
*Poultry, live, dressed and eviscerated including chickens, turkeys, ducks, geese, guineas and squabs (fresh, frozen & canned)
*Rabbits (dressed, domestic)

TOBACCO DIVISION

Chewing tobacco
Cigars
Cigarettes
Naval stores
Nicotine
Pine dipentene
Pine oil
Pine pitch
Pine tar
Rosin
Smoking tobacco
Snuff
Tall oil and pinene
Tobacco by-products
Tobacco in unmanufactured form
Tobacco plants and seed
Turpentine

*See Exhibit C

ASSIGNMENT OF AGRICULTURAL AND FOOD COMMODITIES TO DIVISIONS
SPECIAL CONSIDERATIONS IN CONNECTION WITH THE ASSIGNMENT
OF CERTAIN COMMODITY RESPONSIBILITIES TO AMS DIVISIONS

This part of the Instruction outlines in more detail divided responsibilities between divisions for certain specific functions relating to the same commodity. This listing is only for the purpose of clarifying certain major jurisdictional problem areas. Agricultural Marketing Service policies and procedures governing those specific programs and functions involved shall be followed. Even though specific commodity assignments are made herein, it is expected that whenever one division can utilize available facilities of another division and effect increased efficiency, improved service or better public relations such shall be accomplished through direct negotiation.

<u>Commodity</u>	<u>Responsibilities</u>
Molasses for feed	General program responsibilities are assigned to Grain Division except for market news which is assigned to the Fruit and Vegetable Division.
Cottonseed oil	General program responsibilities assigned to Grain Division except for Section 32 activities which are assigned to Cotton Division.
Fish and shellfish and any products thereof, fresh or processed (frozen, canned, pickled, dried, smoked, salted or otherwise processed)	General program responsibility is assigned to the Livestock Division except that inspection and grading of fish oils, liver oil, meal and oyster shell, flour and grits shall be performed by the Grain Division and responsibility for inspection and grading, standardization and development of recommended purchase specifications for Section 32 programs on processed fish and shellfish and any products thereof shall be discharged by the Fruit and Vegetable Division.
Hops	General program responsibilities are assigned to the Grain Division except for marketing agreements and orders which are assigned to the Fruit and Vegetable Division.
Poultry, poultry products and rabbits	General program responsibilities are assigned to the Poultry Division except for market news which is assigned to the Dairy Division.
Salad oil	General program responsibilities are assigned to Grain Division except that Fruit and Vegetable Division will perform the inspection and grading activities on other than bulk lots and processing contracts.

ACTION BY: Marketing Services Divisions

Assignment of Agricultural and Food Commodities to Divisions

I PURPOSE

This Instruction assigns commodities to the various marketing services divisions.

II EXHIBITS

Commodities are assigned in accordance with Exhibits A, B, and C which are summarized below.

<u>EXHIBIT</u>	<u>TITLES</u>
A	Alphabetical Listing of Commodities Assigned to Divisions for Program Purposes
B	Division Listing of Commodities for Program Purposes
C	Special Considerations in Connection with the Assignment of Certain Commodity Responsibilities to AMS Divisions

III KEY TO DIVISION SYMBOLS

Division symbols precede each commodity listed in Exhibit A. The key to these division symbols is as follows:

CN - Cotton

DA - Dairy

FV - Fruit and Vegetable

GR - Grain

LS - Livestock

-MO - Milk Marketing Orders- *

PY - Poultry

TB - Tobacco

IV EXPLANATION OF "PROGRAM PURPOSES"

As noted above, Exhibits A and B assign commodities for program purposes. The term "program purposes" includes such responsibilities as are or may in the future be assigned to the divisions by other instructions for the following activities: inspection, grading, classing and standardization, market news, regulatory (including marketing agreements and orders), and Section 32 programs. Assignments of responsibilities for defense mobilization activities are set forth in AMS Instruction 107-1, AMS Defense Work Program.



S. R. Smith
Administrator

Attachments

Alphabetical Listing of Commodities
Assigned to Divisions for Program Purposes

Where regulations governing inspection of any of the commodities listed below have not been published in the Federal Register, inspection will be performed only in connection with Government contracts or other Government programs, or under other conditions noted below.

CN	Abaca	FV	Beverages (nonalcoholic)
FV	Acids (acetic, citric, tartaric, and phosphoric)	GR	Birdseed
GR	Alcohol and alcoholic beverages derived from grain	GR	Biscuits (all kinds)
FV	Alcohol and alcoholic beverages derived from fruits and vegetables	GR	Bone meal
GR	Alfalfa meal	GR	Bran
LS	Animal fats (edible, raw or unrendered, rendered, or otherwise prepared)	GR	Bread
FV	Anise	GR	Brewers dried grains
FV	Arrowroot	GR	Broom corn
FV	Asparagus plumosis	GR	Buckwheat, including flour and cereal
PY	Baby food from eggs and poultry	GR	Bulgur
FV	Baby food from fruits or vegetables	DA	Butter, butter oil, and butter products
GR	Bakery products	DA	Buttermilk (fluid and dry)
FV	Baking soda and baking powder	GR	Calcium acid phosphate
GR	Barley and barley products	FV	Candied fruit and fruit peel
FV	Beans (canned or frozen, with or without pork or other meat seasoning)	FV	Candles
GR	Beans (dry edible)	FV	Candy and candy products
FV	Beeswax and products	DA	Casein and casinates
GR	Beet pulp	LS	Casings (natural and artificial)
FV	Berries (dehydrated, fresh, frozen, dried, freeze dried, canned, or otherwise processed)	FV	Cassava
		LS	Cattle and calves
		GR	Cereals and cereal preparations
		DA	Cheese and cheese foods
		FV	Chewing gum
		TB	Chewing tobacco
		FV	Chicle
		FV	Chicory
		GR	Chicory seed
		FV	Chili pepper or powder
		FV	Chocolate and chocolate products
		FV	Chow mein

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EXHIBIT A

FV Christmas trees	FV Dessert powders (custard powder other than dairy and other dairy dessert powders)
TB Cigars	GR Dextrin
TB Cigarettes	GR Dextrose
GR Citrus pulp feed	GR Distillers dried grains
FV Cocoa and cocoa products	GR Dog biscuits
FV Coconuts and coconut products (except copra and coconut oil)	FV Drink powders (not containing milk)
GR Coconut oil	DA Eggnog
FV Coffee and coffee products and substitutes	*PY Eggs (frozen, shell, and dried)
FV Concentrated food drinks (Ovaltine and Postum)	FV Enzyme (diastatic and pectinal)
FV Confectionery	FV Essential oils
GR Copra	FV Extracts (fruit and flavoring)
GR Copra meal	GR Farina
GR Corn	GR Fatty acids
GR Corn grits	GR Fatty alcohols
GR Corn meal	GR Feather meal
GR Corn oil	PY Feathers
GR Cornstarch	GR Feed and grain products
GR Corn sugar	CN Fibers (vegetable)
GR Corn syrup	GR Feeding oil
CN Cotton	FV Flavorings (fruit and vegetable)
CN Cotton linters	CN Flax fiber
CN Cottonseed	GR Flaxseed
GR Cottonseed meal, cakes, and pellets	GR Flour (all kinds except potato)
*GR Cottonseed oil	FV Flowers (bulbs)
FV Coumarin	FV Flowers (cut)
GR Cowpeas	FV Food colors
GR Cracked corn	FV Fruit drinks and nectors
GR Cracked wheat	FV Fruits, fruit products, and juices (fresh, canned, frozen, dehydrated, dried, chilled, dehydro frozen, freeze dried, and otherwise processed)
GR Crackers and cracker meal	LS Fur bearing animals (except rabbits)
DA Cream (fluid, cultured, and dry)	GR Garbanzos (chick peas)
FV Cream of tartar	
DA Custard, dairy (frozen and powdered)	
FV Dates and date products	

*See Exhibit C

FV	Gelatin	GR	Leavening compounds
DA	Ghee	FV	Lecithin
GR	Glucose	GR	Lentils
GR	Glycerine	GR	Linseed meal and oilcake
IS	Goats (Angora and other types kept primarily for mohair production)	GR	Linseed oil
DA	Goats milk	GR	Liver and glandular meal
GR	Graham flour	FV	Lozenges
GR	Grain sorghums	GR	Macaroni and macaroni products
GR	Granite grits and meal	GR	Malt, malt syrup, malt diastase, and baker's malt
GR	Hard bread	GR	Margarine
GR	Hay	FV	Mate
CN	Hemp	GR	Matzoth (bread)
GR	Hempseed	FV	Mayonnaise
GR	Hempseed oil	IS	Meat and meat products, including sausage (fresh, chilled, frozen, pickled, cured, smoked, canned, dried, and dehydrated
CN	Henequen	IS	Meat extracts
FV	Herbs (seasoning)	FV	Melons
IS	Hides, skins, pelts, and hair from domesticated farm animals	MO	Milk and milk products (as related to Marketing Agree- ments and Orders)
IS	Hogs, including pigs	DA	Milk (cultured, fluid, dry condensed, evaporated, and malted)
FV	Hominy (canned and dehydrated)	DA	Milk formulas, dietary, baby (fluid and dry)
GR	Hominy grits	DA	Milk sugar
FV	Honey and honey products	GR	Mill feeds
*GR	Hops	FV	Mincemeat
IS	Horsemeat	IS	Mohair
FV	Horseradish (fresh and processed)	*FV	Molasses (except for stock feed)
IS	Horses and mules	GR	Molasses for feed
DA	Ice cream and mix (liquid and dry), ices, sherberts, frappes, and ice milk	GR	Monosodium glutamate
CN	Jute	FV	Mushrooms (fresh, canned, or otherwise processed)
CN	Kapok	FV	Mustard, prepared
CN	Kenaf	GR	Mustard seed
FV	Kola nuts		
GR	Lanolin		
IS	Lard and rendered pork fat		
GR	Laundry starch		

*See Exhibit C

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EXHIBIT A

TB	Naval stores	FV	Potatoes and potato products, including starch
GR	Neats foot oil	*PY	Poultry (live) and poultry products, including chickens, turkeys, ducks, geese, guineas, and squabs (fresh, frozen, and canned)
TB	Nicotine	*--	Processed prepared foods
DA	Nonfat dry milk	GR	Protein feeds and concentrates
GR	Noodles	GR	Pulp, beet, etc., used for animal feed
GR	Oats and oat products	FV	Pulp, fruit (except dried citrus pulp for stock feed)
GR	Oilseed cakes, meals, and pellets	*PY	Rabbits (ready-to-cook, domestic)
GR	Oilseeds (except as otherwise assigned)	CN	Ramie
GR	Oils, vegetables and nut (except as otherwise assigned)	DA	Rennet (tablets, powdered, and liquid)
GR	Oleomargarine	FV	Rhubarb (fresh, canned, and frozen)
GR	Oleo oil	GR	Rice
IS	Oleo oil, beef	GR	Rice flour
FV	Olives and olive products, including olive oil	TB	Rosin
FV	Onion sets	GR	Rye
FV	Parsley	GR	Rye flour
GR	Pea meal	GR	Safflower meal
GR	Peanut cake, meal, and flour	GR	Safflower seed
FV	Peanuts, peanut butter, and other peanut products (except peanut cake, meal, and flour)	GR	Safflower seed oil
FV	Peanut oil	FV	Saccharine
GR	Pearl barley	FV	Salad dressing
GR	Peas (dry)	*GR	Salad oil (as assigned)
FV	Pectin (apple and citrus)	FV	Salt
FV	Perishable farm commodities (as related to Produce Agency Act)	DA	Sandwich spreads (dairy products base)
FV	Pickles and pickle products	CN	Sansevieria
TB	Pine dipentene	FV	Sauces (meat, vegetable)
TB	Pine oil	IS	Scrapple, chili con carne, and other food products produced in meat packing plants and containing a substantial proportion of meat or animal fat
TB	Pine pitch		
TB	Pine tar		
FV	Pomace (apple and citrus)		
GR	Popcorn		
FV	Poppy seed		
FV	Pork and beans (canned)		

*See Exhibit C

FV	Sesame seed	TB	Tall oil and pinene
GR	Seeds (agricultural and vegetable)	LS	Tallow
GR	Semolina	GR	Tankage, meat
LS	Sheep and lambs	FV	Tapioca
CN	Sisal	FV	Tartaric raw materials
GR	Shortenings (vegetable)	FV	Tea
TB	Smoking tobacco	TB	Tobacco byproducts
TB	Snuff	TB	Tobacco in unmanufactured form
GR	Soaps	TB	Tobacco plants and seed
GR	Soap stock (foots)	FV	Tonka beans
FV	Soft drinks	FV	Tree nuts, tree nut oil, and other tree nut products
FV	Soups (canned, dry mix, dehydrated mix, and frozen, except poultry soups)	FV	Tung nuts and oil
GR	Soybeans	TB	Turpentine
GR	Soybean cake and meal	FV	Vanilla beans
GR	Soybean oil	FV	Vanillin
GR	Soyflour and grits	FV	Vegetables and vegetable products and juices (fresh, canned, freeze dried, frozen, dehydrated, dehydrdo frozen, dried, and otherwise processed)
GR	Spaghetti	FV	Vegetable plants
FV	Spices	GR	Vermicelli
GR	Split peas	FV	Vinegar
FV	Starch (except from grain)	GR	Vitamin A and D oil
GR	Starch from grain	GR	Vitamins and vitamin products
GR	Stearic acid	GR	Wheat
LS	Stearine, beef	GR	Wheat cereal
GR	Stearines	GR	Wheat flour (white, whole wheat (graham))
GR	Straw	DA	Whey (liquid and dry)
FV	Sugar, cane, beet, and maple	LS	Wool
GR	Sugar from grain	GR	Yeast (active and inactive)
GR	Sulphonated fats, oils, and fatty acids	GR	Yeast food
GR	Sunflower seed	DA	Yoghurt
GR	Sunflower seed oil		
FV	Syrups (blended)		
*FV	Syrups and syrup products (except from grain)		
GR	Syrup from grain		

*See Exhibit C

Division Listing of Commodities
for Program Purposes

COTTON DIVISION

Abaca
Cotton
Cotton linters
Cottonseed
*Cottonseed oil
Fibers (vegetable)
Flax fiber
Hemp
Henequen
Jute
Kapok
Kenaf
Ramie
Sansaviera
Sisal

DAIRY DIVISION

Butter, butter oil, and butter products
Buttermilk (fluid and dry)
Casein and caseinates
Cheese and cheese foods
Cream (fluid, cultured, and dry)
Custard, dairy (frozen and powdered)
Eggnog
*Eggs (frozen, shell, and dried)
Ghee
Goats milk
Ice cream and mix (liquid and dry), ices, sherbets, frappes, and ice milk

DAIRY DIVISION - Con.

Milk (cultured, fluid, dry, condensed, evaporated, and malted)
Milk formulas, dietary, baby (fluid and dry)
Milk sugar
Nonfat dry milk
*Poultry (live) and poultry products, including chickens, turkeys, ducks, geese, guineas, and squabs (fresh, frozen, and canned)
*Rabbits (ready-to-cook, domestic)
Rennet (tablets, powdered, and liquid)
Sandwich spreads (dairy products base)
Whey (liquid and dry)
Yoghurt

FRUIT AND VEGETABLE DIVISION

Fruits and vegetables and processed products thereof including fresh, canned, chilled, dried, dehydrated, dehydro frozen, freeze dried, frozen, pickled, or otherwise processed or preserved. In addition, the following fresh and processed products, many of which are included in the above general group:
Acids (acetic, citric, tartaric, and phosphoric)
Alcohol and alcoholic beverages derived from fruits and vegetables

*See Exhibit C

FRUIT AND VEGETABLE DIVISION - CON.

Anise
Arrowroot
Asparagus plumosis
Baby food from fruits or vegetables
Baking soda and baking powder
Beans (canned or frozen, with or without sauce, with or without pork or other meat seasoning)
Beeswax and products
Berries (dehydrated, fresh, frozen, dried, freeze dried, canned, or otherwise processed)
Beverages (nonalcoholic)
Candied fruit and fruit peel
Candles
Candy and candy products
Cassava
Chewing gum
Chicle
Chicory
Chili pepper or powder
Chocolate and chocolate products
Chow mein
Christmas trees
Cocoa and cocoa products
Coconuts and coconut products (except copra and coconut oil)
Coffee and coffee products and substitutes
Concentrated food drinks (Ovaltine and Postum)
Confectionery
Coumarin
Cream of tartar

FRUIT AND VEGETABLE DIVISION - CON.

Dates and date products
Dessert powders (custard powder other than dairy and other dessert powders)
Drink powders (not containing milk)
Enzymes (diastatic and pectinal)
Essential oils
Extracts (fruit and flavoring)
Flavorings (fruit and vegetable)
Flowers (bulbs)
Flowers (cut)
Food colors
Fruit drinks and nectors
Fruits, fruit products, and juices (fresh, canned, frozen, dehydrated, dried, chilled, dehydro frozen, freeze dried, and otherwise processed)
Gelatin
Herbs, seasoning
Hominy (canned and dehydrated)
Honey and honey products
*Hops
Horseradish (fresh and processed)
Kola nuts
Lecithin
Lozenges
Mate
Mayonnaise
Melons
Mincemeat
*Molasses except for stock feed
Mushrooms (fresh, canned, or otherwise processed)
Mustard, prepared

*See Exhibit C

FRUIT AND VEGETABLE DIVISION - CON.

Olives and olive products,
including olive oil
Onion sets
Parsley
Peanuts, peanut butter, and other
peanut products (except peanut
cake, meal, and flour)
Peanut oil
Pectin (apple and citrus)
Perishable Farm Commodities
(as related to Produce
Agency Act)
Pickles and pickle products
Pomace (apple and citrus)
Poppy seed
Pork and beans (canned)
Potatoes and potato products,
including starch
Pulp, fruit (except dried citrus
pulp for stock feed)
Rhubarb (fresh, canned, and frozen)
Saccharine
Salad dressing
*Salad oil (as assigned)
Salt
Sauces (meat and vegetable)
Sesame seed
Soft drinks
Soups (canned, dry mix, dehydrated
mix, and frozen, except poultry
soups)
Spices
Starch (except from grain)
Sugar, cane, beet, and maple
Syrups (blended)

FRUIT AND VEGETABLE DIVISION - CON.

*Syrups and syrup products (except
from grain)
Tapioca
Tartaric raw materials
Tea
Tonka beans
Tree nuts, tree nut oil, and other
tree nut products
Tung nuts and oil
Vanilla beans
Vanillin
Vegetable and vegetable products
and juices (fresh, canned, freeze
dried, frozen, dehydrated, dehydro
frozen, dried, and otherwise
processed)
Vegetable plants
Vinegar
GRAIN DIVISION

Alcohol and alcoholic beverages
derived from grain
Alfalfa meal
Bakery products
Barley and barley products
Beans (dry edible)
Beet pulp
Birdseed
Biscuits (all kinds)
Bone meal
Bran
Bread
Brewers dried grains
Broom corn

*See Exhibit C

GRAIN DIVISION - CON.

Buckwheat, including flour and cereal
Bulgur
Calcium acid phosphate
Cereals and cereal preparations
Chicory seed
Citrus pulp feed
Coconut oil
Copra
Copra meal
Corn
Corn grits
Corn meal
Corn oil
Corn starch
Corn sugar
Corn syrup
Cottonseed meal, cakes, and pellets
*Cottonseed oil
Cowpeas
Cracked corn
Cracked wheat
Crackers and cracker meal
Dextrin
Dextrose
Distillers dried grains
Dog biscuits
Farina
Fatty acids
Fatty alcohols
Feather meal
Feed and grain products
Feeding oil
Flaxseed
Flour (all kinds except potato)
Garbanzos (chick peas)
Glucose
Glycerine

GRAIN DIVISION - CON.

Graham flour
Grain sorghums
Granite grits and meal
Hard bread
Hay
Hempseed
Hempseed oil
Hominy grits
*Hops
Lanolin
Laundry starch
Leavening compounds
Lentils
Linseed oil
Linseed meal and oilcake
Liver and glandular meal
Macaroni and macaroni products
Malt, malt syrup, malt diastase, baker's malt
Margarine
Matzoth (bread)
Mill feeds
Molasses for feed
*Molasses (except for stock feed)
Monosodium glutamate
Mustard seed
Neats foot oil
Noodles
Oats and oat products
Oilseed cakes, meals, and pellets
Oilseeds (except as otherwise assigned)
Oils, vegetable and nut (except as otherwise assigned)
Oleo oil
Oleomargarine
Pea meal
Peanut cake, meal, and flour
Pearl barley

*See Exhibit C

GRAIN DIVISION - CON.

Peas (dry)
Popcorn
Protein feeds and concentrates
Pulp, beet, etc., used for animal feed
Rice
Rice flour
Rye
Rye flour
Safflower meal
Safflower seed
Safflower seed oil
*Salad oil
Seeds (agricultural and vegetable)
Semolina
Shortenings (vegetable)
Soaps
Soap stock (foots)
Soybeans
Soybean cake and meal
Soybean oil
Soyflour and grits
Spaghetti
Split peas
Starch from grain
Stearic acid
Stearines
Straw
Sugar from grain
Sulphonated fats, oils, and fatty acids
Sunflower seed
Sunflower seed oil
*Syrups and syrup products (except from grain)

GRAIN DIVISION - CON.

Syrup from grain
Tankage, meat
Vermicelli
Vitamin A and D
Vitamins and vitamin products
Wheat
Wheat cereal
Wheat flour (white, whole wheat (graham))
Yeast, active and inactive
Yeast foods

LIVESTOCK DIVISION

Animal fats (edible, raw or unrendered, rendered, or otherwise prepared)
Casings (natural and artificial)
Cattle and calves
Fur bearing animals (except rabbits)
Goats (Angora and other types kept primarily for mohair production)
Hides, skins, pelts, and hair from domesticated farm animals
Hogs, including pigs
Horsemeat
Horses and mules
Lard and rendered pork fat
Meat and meat products, including sausage (fresh, chilled, frozen, pickled, cured, smoked, canned, dried, and dehydrated)
Meat extracts
Mohair
Oleo oil, beef
Scrapple, chili con carne, and other food products produced in meat packing plants and containing a substantial proportion of meat or animal fat

AMS INSTRUCTION 101-3
Rev. 1
EXHIBIT B

LIVESTOCK DIVISION - CON.

Sheep and lambs
Stearine, beef
Tallow
Wool

MILK MARKETING ORDERS DIVISION

Milk and milk products (as
related to Marketing Agree-
ments and Orders)

POULTRY DIVISION

Baby food from eggs and poultry
*Eggs (frozen, shell, and dried)
Feathers
Poultry (live) and poultry
products including chickens,
turkeys, ducks, geese, guineas,
and squabs (fresh, frozen, and
canned)
*Rabbits (ready-to-cook, domestic)

TOBACCO DIVISION

Chewing tobacco
Cigars
Cigarettes
Naval stores
Nicotine
Pine dipentene
Pine oil
Pine pitch
Pine tar
Rosin
Smoking tobacco
Snuff

TOBACCO DIVISION - CON.

Tall oil and pinene
Tobacco byproducts
Tobacco in unmanufactured form
Tobacco plants and seed
Turpentine

*See Exhibit C

Special Considerations in Connection With the Assignment
of Certain Commodity Responsibilities to AMS Divisions

This Exhibit outlines in more detail the divided responsibilities between divisions for certain specific functions relating to the same commodity. This listing is only for the purpose of clarifying certain major jurisdictional problem areas. AMS policies and procedures governing those specific programs and functions involved shall be followed. Even though specific commodity assignments are made herein, it is expected that whenever one division can utilize available facilities of another division and increase efficiency, improve service, or better public relations, such shall be accomplished through direct negotiation.

<u>Commodity</u>	<u>Responsibilities</u>
Molasses (except for stock feed)	General program responsibilities are assigned to the Fruit and Vegetable Division except for market news which is assigned to the Grain Division.
Syrups and syrup products (except from grain)	General program responsibilities are assigned to the Fruit and Vegetable Division except for market news on sugar cane syrups which is assigned to the Grain Division.
Cottonseed oil	General program responsibilities are assigned to the Grain Division except for Section 32 activities which are assigned to the Cotton Division.
Hops	General program responsibilities are assigned to the Grain Division except for marketing agreements and orders which are assigned to the Fruit and Vegetable Division.

AMS INSTRUCTION 101-3

Rev. 1

EXHIBIT C

<u>Commodity</u>	<u>Responsibilities</u>
Poultry, poultry products, and rabbits	General program responsibilities are assigned to the Poultry Division except the administrative responsibility for market news which is assigned to the Dairy Division.
Processed prepared foods	Primary responsibility is assigned to the commodity division responsible for the major food item in the prepared food. Such division in the development of standards should make appropriate contacts with other divisions having secondary interest.
Salad oil	General program responsibilities are assigned to the Grain Division except that the Fruit and Vegetable Division will perform the inspection and grading activities on other than bulk lots and processing contracts.

ACTION BY: *Commodity Divisions,
Area Administrative Divisions, and
Budget and Finance Division*

Operations Under Section 32 Export and Diversion Programs

I PURPOSE

This Instruction (1) outlines the basic operations of the export and diversion programs; and (2) prescribes the operating relationships which prevail between the commodity divisions, the Area Administrative (AA) Divisions, and the Budget and Finance (BF) Division in connection with such programs.

II GENERAL

Export and diversion programs are conducted pursuant to dockets approved by the Secretary of Agriculture under authority conferred by Section 32 of Public Law 320, 74th Congress, as amended. Such dockets and the program provisions published in the Federal Register contain the details of the operation of the programs and the provisions for payment.

III RESPONSIBILITIES

A Commodity Divisions.

1 As outlined in AMS Instruction 100-1, AMS Organization, Functions, and Delegations of Authority, the commodity divisions are responsible for the formulation of export and diversion programs, policies, and procedures, including modifications, for final action by the Administrator.

2 In addition to the program coordination outlined in AMS Instruction 101-1, Operating Policy and Procedure, Section 6 and

(III A 2)

Section 32 Program Dockets, the commodity divisions shall, during the formulating and operating stages of the programs, maintain close coordination with:

a The BF Division on budgetary and fiscal provisions of the programs; and

b The AA Divisions on maintenance of allotment ledgers, obligations, and reports in connection with the programs.

B AA Divisions. The AA divisions are responsible for:

1 Maintaining allotment ledgers for export and diversion programs, including the recording of obligations and payments;

2 Paying claims in connection with such programs in accordance with program dockets and payment procedures;

3 Keeping the allottee informed of the status of allotments, obligations, and payments; and

4 Providing reports on quantities exported or diverted and other reports as required.

IV OPERATING RELATIONSHIPS

A Allotments. The BF Division shall issue Form AMS-1, Allotment Advice, to Division Directors, except that when obligations are to be incurred in a field office, a separate allotment will be issued to that field office.

B Allotment Ledgers. The AA Division serving the location shown on the allotment advice shall maintain the allotment ledger. That Division shall report the status of the allotment account to the allottee, using a copy of the allotment ledger form.

(IV)

C Obligations. Vendors will submit applications to participate in the export or diversion program, or to modify an existing application, to the representative of the Secretary (i.e., an authorized official of the responsible division) for approval. Upon approval, the representative of the Secretary shall forward a copy of the approved application (or modification) to the AA Division. AA Divisions shall enter obligations against allotments on the basis of these copies.

D Application Identification.

1 In Washington, the representative of the Secretary shall (a) serially number applications received; or (b) require that they be numbered by the applicant in such a manner as to be readily identifiable to the applicant, allottee, and the AA Division.

2 In the field, allottees shall serially number each approved application before transmitting a copy to the AA Division. Use a separate series of numbers, beginning with "1," for each program at each field location. Prefix the serial number with an office symbol to identify the field office; for example, SF-1. This symbol and serial number are in addition to the program identification required.

E Payments. The AA Divisions shall make payment upon submission of invoices and other required supporting documents provided in the docket and operating procedures. Approval of the invoices by the representative of the Secretary is not necessary unless specifically required by the operating procedure.

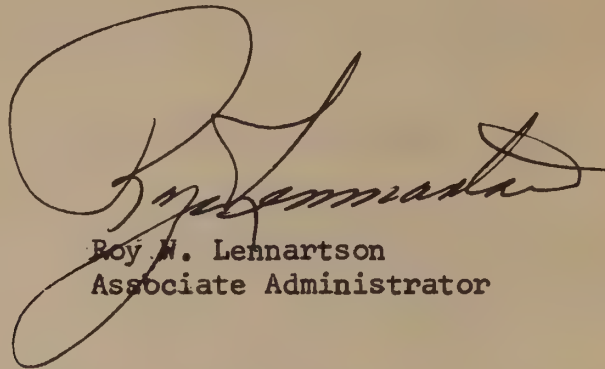
F Reports.

1 Monthly Allotment Ledger Report. At the end of each month, the AA Division shall forward copies of the monthly allotment ledger, showing allotments, obligations, and payment transactions processed and reflecting detailed activity by individual application, as follows:

- a One copy to the allottee; and
- b One copy to the BF Division, Washington, D. C.

(IV F)

2 Monthly Allotment Ledger Summary. The BF Division shall prepare a monthly allotment ledger summary, recapitulating total program activity by fund, and forward it to the commodity division handling the program.



Roy W. Lennartson
Associate Administrator

ACTION BY: Division Directors and Staff Officers

USDA Policy Statement for Cooperative
Relationships and Arrangements

I PURPOSE

This Instruction transmits copy of a USDA Policy Statement for Cooperative Agreements and Arrangements, which was signed by the Secretary of Agriculture on June 19, 1958.

II ORIGIN OF POLICY STATEMENT

The policy statement was developed pursuant to Secretary's Memorandum No. 1416, dated July 9, 1957. In that memorandum the Secretary established a Departmental committee to review the Department's cooperative relationships and arrangements with a view to formulating criteria applicable to negotiating cooperative agreements and memorandums of understanding. The statement was developed by that committee in consultation with appropriate representatives of the Association of Land Grant Colleges and Universities and the Executive Committee of the National Association of State Departments of Agriculture.

III APPLICATION OF POLICY STATEMENT TO AMS

Divisions and offices shall use and be guided by this policy statement in cooperative relationships and arrangements with public and private agencies and individuals.

Oris V. Wells

Oris V. Wells
Administrator

Attachment

DISTRIBUTION: A,D

7-14-58

Agri-Wash

UNITED STATES DEPARTMENT OF AGRICULTURE

Policy Statement
for
Cooperative Relationships and Arrangements

The Organic Act of 1862 gave the Department of Agriculture the Federal responsibility for acquiring and diffusing useful information on subjects connected with agriculture in the most general and comprehensive sense of that word. The community of interest in such subjects by others has, from time to time, been given special legislative recognition and impetus.

Pursuant to the legal authorities available to the Department and in view of the inter-relationships between the responsibilities and objectives of the Department, other public and private agencies, and others in the field of agriculture, it is the policy of the Department to continue and strengthen cooperation with public and private agencies, and others, in the furtherance of agricultural programs of mutual benefit and interest. The Department generally is concerned with providing information and services through programs that have more than local significance, providing continuity and uniformity when necessary. In joining with the Department in providing information and services, cooperators often wish to develop features and details of particular importance to them, and which may be beyond those required for the discharge of Department responsibilities. These activities should supplement and complement each other to avoid duplication and to achieve maximum clarification of fields of effort and responsibilities, the pooling of resources, the improvement of program operations, and greater usefulness of the combined program. In order to implement the foregoing policy, the following general principles shall be observed by agencies of the Department:

1. Agencies should continually review their programs to determine whether the activity involves Federal-State or other joint interest or responsibility. If such a joint responsibility or interest exists, and it is practicable to do so, the program should be carried out cooperatively.

2. In considering the establishment of proposed cooperative programs and projects, and in carrying out existing cooperative arrangements, agencies shall, consistent with applicable provisions of law:

- A. Critically appraise the division of responsibility and cost-sharing relationship between the parties with a view toward:

- (1) The assignment or division of work and leadership responsibilities in a manner that will result in the most efficient accomplishment of program objectives, and
- (2) The division of costs on an equitable basis in keeping with the benefits to be derived from the cooperative undertaking;

B. Conduct at least annually a further review to:

- (1) Evaluate the usefulness of the cooperative undertaking in terms of the current budget and program situation, and
- (2) Determine whether the program or project should be continued, intensified, reduced, terminated, or redirected.

3. Cooperative arrangements which include provisions for personnel necessary for carrying out cooperative programs should recognize and be consistent with the division of work and leadership responsibilities agreed to between the parties and shall conform to the following general principles:

- A. Provide for the employment of personnel by the cooperator to the maximum extent practicable.
- B. Minimize the use of "joint or cooperative employment arrangements", and effect such arrangements only where there is a clear advantage to achievement of program objectives, including reduction in program costs.
- C. In general, restrict Federal employment to situations where (1) it is determined that the Department's interest requires supervision of the program or project and this can be assured only by employment of key or other essential personnel, or (2) it is determined that Federal employment status is necessary to discharge a Federal function which cannot better be accomplished through other methods of designation.

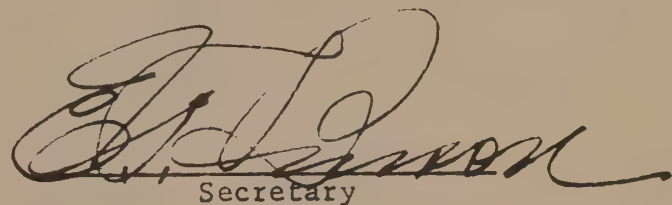
4. Cooperative arrangements which involve contributions by either party in the form of real and personal property, space, facilities, supplies, or non-personal services, or the acquisition thereof, shall conform to the following general principles:

- A. The use of such contributions should be specified in the agreement.
- B. The most advantageous method of acquiring property and non-personal services shall be employed, having regard for economy and practicability.
- C. The ownership of property or facilities shall be established in the agreement, avoiding joint ownership if possible.
- D. Appropriate provision shall be made for disposition of residual property or facilities upon termination of the agreement.
- E. Provision for ownership and disposition of property, products, or funds derived from the carrying out of co-operative arrangements shall be appropriately specified.

5. Many cooperative arrangements between the Department and others involve the development of new information and its dissemination. Where such is the case agencies should be guided by the following principles:

- A. The method, time, channels, and responsible party for making partial or complete information available should be considered and stated where practicable.
- B. The formula for sharing the costs of preparing a prospective publication, visual, film, or other basic material conveying information should be considered and stated in agreements where practicable, or in amendments thereto.
- C. In general, dissemination of such information by the Department should be limited to information of regional or national scope or significance.
- D. Where dissemination is by the cooperator, the Department's share of the cost should be limited to that necessary to carrying out its responsibilities.

June 19, 1958
Date


Secretary

ACTION BY: Division Directors and Staff Officers

**Action Required on Department's Policy
Regarding Cooperative Relationships and Arrangements**

This Auxiliary requires action on the part of Division Directors to assure compliance with the above-cited Departmental policy which was transmitted with AMS Instruction 101-5, dated July 14, 1958.

Division Directors are requested to review carefully cooperative arrangements now in effect and the status of individual employees and groups of employees who are engaged in such functions to determine that they meet the restrictions of paragraph 3 C of the policy statement.

When it is determined that employment of cooperative personnel is necessary, the agreement (or auxiliary documents) shall contain such provisions concerning conditions of employment as are required by the administrative divisions to determine the applicability of the Federal classification, retirement, leave, and insurance laws. This shall include specific statements regarding (1) the selection, supervision, and compensation of the employees; and (2) their exclusion from retirement, leave, and insurance coverage in those cases where exclusion has been approved by the Personnel Division.

Representatives of the Personnel Division will contact each Director in the near future to discuss this situation and to develop recommendations that will assure that our operations are in line with Departmental policy.

O. V. Wells

O. V. Wells
Administrator

ACTION BY: *Division Directors and Staff Officers*

**Procurement of Commodities Under
Section 32 and Section 6 Purchase Programs**

I PURPOSE AND EFFECTIVE DATE

This Instruction assigns responsibilities in AMS for the procurement of commodities under approved Section 32 (Removal of Surplus Agricultural Commodities) and Section 6 (National School Lunch Act) programs. These responsibilities are in conformance with a Memorandum of Understanding, effective 7-1-59, between AMS and the Commodity Stabilization Service (CSS) covering the operations of these programs.

II AMS RESPONSIBILITIES FOR COMMODITY PROCUREMENT FUNCTIONS ASSIGNED TO AMS

A Section 32 Programs.

1 The Budget and Finance (BF) Division shall:

- a Maintain records of docket authorizations within available funds.
- b Approve requests for allotment of funds to AMS Divisions.
- c Perform the fiscal review on claim determinations made by AMS.

2 The Commodity Divisions shall:

- a Request allotment of funds under each docket to cover commodity, transportation, and related costs.
- b Prepare and issue purchase announcements, including product specifications and invitations to bid.

(II A 2)

c Receive offers and, in consultation with the Food Distribution (FD) Division, award and amend contracts. Assign contract numbers from blocks of numbers assigned to respective divisions by the Administrative Services (AS) Division.

d Furnish CSS with original contract and any amendment thereto; and furnish CSS and the FD Division with abstracts of such contracts and amendments.

e Review commodity, transportation, and related costs, and recommend revisions in allotments as necessary.

f Handle (in accordance with Department regulations) claims involving contracting responsibilities, make claim determinations, and forward all evidence and information pertinent thereto to the BF Division for fiscal review.^{1/}

3 The FD Division shall:

a Furnish CSS with delivery orders, shipping schedules, and any other information necessary to dispose of the commodities.

b Review reported and discovered losses and process claims as provided in AMS Instruction 410-4.

B Section 6 Programs.

1 The BF Division shall:

a Maintain records of docket authorizations within available funds.

^{1/} See AMS Instruction 410-4, Claims - Direct Distribution Programs, for the general type of evidence and information necessary to meet fiscal review requirements.

(II B 1)

b Approve requests for allotment of funds to AMS Divisions.

c Perform the fiscal review on claim determinations made by AMS.

2 The Commodity Divisions shall:

a In consultation with the FD Division, prepare and issue purchase announcements, including product specifications and invitations to bid.

b Receive offers and, in consultation with the FD Division, award and amend contracts. Assign contract numbers from blocks of numbers assigned to respective divisions by the AS Division.

c Furnish CSS with original contracts and any amendments thereto; and furnish CSS and the FD Division with abstracts of such contracts and amendments.

d Handle (in accordance with Department regulations) claims involving contracting responsibilities, make claim determinations, and forward all evidence and information pertinent thereto to the BF Division for fiscal review.^{2/}

3 The FD Division shall:

a Consult with Commodity Division regarding the commodity to be purchased, e. g., quantity, pack and grade, and delivery schedule of commodity.

b Where the contract specifies delivery to USDA at destination, request the BF Division to allot funds to the Commodity Division for commodity, transportation,

2/ See footnote 1.

(II B 3 b)

and related costs. (This also includes contracts which provide for reimbursement of transportation charges incurred in making delivery at destination.)

c Where the contract specifies delivery to USDA at other than destination, request the BF Division to allot funds to--

(1) The Commodity Division for commodity costs, and

(2) The FD Division for transportation and related costs.

d Request the BF Division to issue an allotment to the FD Division for transportation and related costs incurred in connection with redonations and reshipments of commodities.

e Furnish CSS with delivery orders, shipping schedules, and any other information necessary to dispose of the commodities.

f Review reported and discovered losses and process claims as provided in AMS Instruction 410-4.

III AMS RESPONSIBILITIES FOR COMMODITY PROCUREMENT FUNCTIONS ASSIGNED TO CSS

A Section 32 Programs.

1 The BF Division shall:

a Maintain records of docket authorizations within available funds.

b Arrange for transfer of funds to CSS as necessary for procurement operations handled by CSS.

c Perform the fiscal review on claim determinations made by AMS.

(III A)

2 The Commodity Divisions shall prepare program directives (including amendments as necessary) for signature of the Administrator, authorizing CSS to carry out specified procurement activities. (Field purchases of fresh fruits and vegetables under Section 32 surplus removal programs by Agricultural Stabilization and Conservation (ASC) State Offices will be conducted in accordance with arrangements mutually agreed to by AMS and CSS.)

3 The FD Division shall:

a Furnish CSS with delivery orders, shipping schedules, and any other information necessary to dispose of the commodities.

b Review reported and discovered losses, and process claims as provided in AMS Instruction 410-4.

B Section 6 Programs.

1 The BF Division shall:

a Maintain records of docket authorizations within available funds.

b Arrange for transfer of funds to CSS as necessary for procurement operations handled by CSS.

c Perform the fiscal review on claim determinations made by AMS.

2 The FD Division shall:

a Prepare program directives in cooperation with Commodity Divisions (including amendments as necessary) for signature of the Administrator, authorizing CSS to carry out specified procurement activities.

b Where a contract specifies delivery to USDA at destination, request CSS to issue an allotment to the appropriate CSS Commodity Division for commodity, transportation, and related costs.

(III B 2)

c Where contract specifies delivery to USDA at other than destination, request--

(1) CSS to issue an allotment to the appropriate CSS Commodity Division for commodity costs, and

(2) BF Division (AMS) to issue an allotment to the FD Division for transportation and related costs.

d Request BF Division (AMS) to issue an allotment to the FD Division for transportation and related costs incurred in connection with redonations and reshipments of commodities.

e Furnish CSS with delivery orders, shipping schedules, and any other information necessary to dispose of the commodities.

f Review reported and discovered losses, and process claims as outlined in AMS Instruction 410-4.

O. V. Wells

O. V. Wells
Administrator

ACTION BY: Division Directors

Procurement of Commodities Under
Section 32 and Section 6 Purchase Programs

I PURPOSE AND EFFECTIVE DATE

This Instruction assigns responsibilities in AMS for the procurement of commodities under approved Section 32 (Removal of Surplus Agricultural Commodities) and Section 6 (National School Lunch Act) programs. These responsibilities are in conformance with a Memorandum of Understanding between AMS and the Agricultural Stabilization and Conservation Service (ASCS) covering the operations of these programs.

II AMS RESPONSIBILITIES FOR COMMODITY PROCUREMENT FUNCTIONS ASSIGNED TO AMS

A Section 32 Programs.

1 The Budget and Finance (BF) Division shall:

- a Maintain records of docket authorizations within available funds.
- b Approve requests for allotment of funds to AMS divisions.
- c Perform fiscal reviews on claim determinations made by AMS.

2 The commodity divisions shall:

- a Request the BF Division to allot funds under each docket to cover commodity, transportation, and related costs.
- b Prepare and issue purchase announcements, including product specifications and invitations to bid.

(II A 2)

c Receive offers and, in consultation with the Food Distribution (FD) Division, award and amend contracts. Assign contract numbers from blocks of numbers assigned to respective divisions by the Administrative Services (AS) Division.

d Furnish ASCS with original contracts and any amendments thereto; and furnish ASCS and the FD Division with abstracts of such contracts and amendments.

e Review commodity, transportation, and related costs, and recommend revisions in allotments as necessary.

-f Submit to the BF Division no later than August 10 of each year a report of obligations incurred as of June 30 under their allotments under each docket. This report shall be certified that the obligations shown on the ASCS commodity office program cost reports represent all known valid obligations and are supported by documentary evidence.-

g Handle (in accordance with Department regulations) claims involving contracting responsibilities, make claim determinations, and forward all evidence and information pertinent thereto to the BF Division for fiscal review. (See AMS Instruction 410-4, Claims - Direct Distribution Programs, for the general type of evidence and information necessary to meet fiscal review requirements.)

3 The FD Division shall:

a Furnish ASCS with delivery orders, shipping schedules, and any other information necessary to dispose of the commodities.

b Review reported and discovered losses and process claims as provided in AMS Instruction 410-4.

(II)

B Section 6 Programs.

1 The BF Division shall:

- a Maintain records of docket authorizations within available funds.
- b Approve requests for allotment of funds to AMS divisions.
- c Perform fiscal reviews on claim determinations made by AMS.

2 The commodity divisions shall:

- a In consultation with the FD Division, prepare and issue purchase announcements, including product specifications and invitations to bid.
- b Receive offers and, in consultation with the FD Division, award and amend contracts. Assign contract numbers from blocks of numbers assigned to respective divisions by the AS Division.
- c Furnish ASCS with original contracts and any amendments thereto; and furnish ASCS and the FD Division with abstracts of such contracts and amendments.

-d Submit to the BF Division no later than August 10 of each year a report of obligations incurred as of June 30 under their allotments under each docket. This report shall be certified that the obligations shown on the ASCS commodity office program cost reports represent all known valid obligations and are supported by documentary evidence.-

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- e Handle (in accordance with Department regulations) claims involving contracting responsibilities, make claim determinations, and forward all evidence and information pertinent thereto to the BF Division for

(II B 2 e)

fiscal review. (See AMS Instruction 410-4 for the general type of evidence and information necessary to meet fiscal review requirements.)

3 The FD Division shall:

a Consult with the appropriate commodity division regarding the commodity to be purchased; e.g., quantity, pack and grade, and delivery schedule of commodity.

b Where the contract specifies delivery to USDA at destination, request the BF Division to allot funds to the commodity division for commodity, transportation, and related costs. (This also includes contracts which provide for reimbursement of transportation charges incurred in making delivery at destination.)

c Where the contract specifies delivery to USDA at other than destination, request the BF Division to allot funds to--

(1) The commodity division for commodity costs, and

(2) The FD Division for transportation and related costs.

d Request the BF Division to allot funds to the FD Division for transportation and related costs incurred in connection with redonations and reshipments of commodities.

e Furnish ASCS with delivery orders, shipping schedules, and any other information necessary to dispose of the commodities.

(II B 3)

*
* *-f Submit to the BF Division no later than August 10
* of each year a report of obligations incurred as of
* June 30 under their allotments under each docket. This
* report shall be certified that the obligations shown on
* the ASCS commodity office program cost reports represent
* all known valid obligations and are supported by docu-
* mentary evidence.-*

g Review reported and discovered losses and process
 claims as provided in AMS Instruction 410-4.

III AMS RESPONSIBILITIES FOR COMMODITY PROCUREMENT FUNCTIONS ASSIGNED
 TO ASCS

A Section 32 Programs.

1 The BF Division shall:

a Maintain records of docket authorizations within
 available funds.

b Arrange for transfers of funds to ASCS as neces-
 sary for procurement operations handled by ASCS.

c Perform fiscal reviews on claim determinations
 made by AMS.

2 The commodity divisions shall prepare program directives
 (including amendments as necessary) for signature of the Administrator,
 authorizing ASCS to carry out specified procurement activities. (Field
 purchases of fresh fruits and vegetables under Section 32 surplus
 removal programs by ASCS State Offices will be conducted in accordance
 with arrangements mutually agreed to by AMS and ASCS.)

3 The FD Division shall:

a Furnish ASCS with delivery orders, shipping
 schedules, and any other information necessary to
 dispose of the commodities.

(III A 3)

- b Review reported and discovered losses, and process claims as provided in AMS Instruction 410-4.

B Section 6 Programs.

1 The BF Division shall:

- a Maintain records of docket authorizations within available funds.
- b Arrange for transfers of funds to ASCS as necessary for procurement operations handled by ASCS.
- c Perform fiscal reviews on claim determinations made by AMS.

2 The FD Division shall:

- a Prepare program directives (including amendments as necessary) in cooperation with commodity divisions for signature of the Administrator, authorizing ASCS to carry out specified procurement activities.
- b Where a contract specifies delivery to USDA at destination, request ASCS to allot funds to the appropriate ASCS commodity division for commodity, transportation, and related costs.
- c Where a contract specifies delivery to USDA at other than destination, request--
 - (1) ASCS to allot funds to the appropriate ASCS commodity division for commodity costs, and
 - (2) BF Division (AMS) to allot funds to the FD Division for transportation and related costs.

(III B 2)

d Request the BF Division to allot funds to the FD Division for transportation and related costs incurred in connection with redonations and reshipments of commodities.

e Furnish ASCS with delivery orders, shipping schedules, and any other information necessary to dispose of the commodities.

f Review reported and discovered losses, and process claims as provided in AMS Instruction 410-4.



S. R. Smith
Administrator

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ACTION BY: Division Directors

Procurement of Commodities Under
Section 32 and Section 6 Purchase Programs -
Handling Purchase Plans

I PURCHASE

This Auxiliary to AMS Instruction 101-6, Procurement of Commodities Under Section 32 and Section 6 Purchase Programs, prescribes a method for handling purchase plans issued under procurement program dockets. This method will provide for adequate fund control with a minimum of work effort.

II DEFINITION

A purchase plan is an authorization by the Administrator to purchase specific commodities under a general Section 6 docket. Such authorization shall specify the commodity to be purchased, specifications, maximum expenditures, and other applicable factors.

III RESPONSIBILITIES FOR HANDLING PURCHASE PLANS

A The Budget and Finance (BF) Division. For each docket under which purchase plans are issued, the BF Division is responsible for determining that the total amount of the purchase plans does not at any time exceed the funds available for the docket.

B Commodity Divisions. In order for the BF Division to carry out its responsibilities, commodity divisions shall clear purchase plans, or amendments thereto, with that Division before obtaining approval. After approval, forward a copy of the purchase plan or amendment to the BF Division. If a purchase plan contains a clause that provides for automatic reduction to the estimated expenditures set forth in the purchase memorandum issued at the time the contract is awarded, forward a copy of the purchase memorandum to the BF Division immediately upon its execution.



S. R. Smith
Administrator

INFORMATION FOR: Food Distribution Division,
Budget and Finance Division, and
Area Administrative Divisions

AMS Authority and Responsibilities With Respect to Claims
Arising Under CCC Programs Administered by AMS

I PURPOSE

This Instruction explains the authority by which AMS handles claims arising under Commodity Credit Corporation (CCC) programs administered by AMS.

II DELEGATIONS AUTHORIZED BY CCC

The Commodity Credit Corporation Charter Act provides that CCC shall have authority to make final and conclusive settlement and adjustment of any claim by or against CCC. Docket CZ 161a, Revision 2, Policies for Handling Certain Claims By or Against Commodity Credit Corporation, approved by the Board of Directors (CCC), March 24, 1959, and by the Acting Secretary, March 27, 1959, provides authority whereby the Executive Vice President (CCC) shall:

A With respect to claims arising under CCC programs administered by AMS, delegate to the Administrator, AMS, the responsibilities and authorities conferred by the docket upon directors of ASCS divisions and offices, with the authority to redelegate such responsibilities and authorities to other officers and employees of AMS of the rank of directors of divisions and above; and

B Delegate to the Administrator, AMS, with authority to redelegate to the *-Associate-* Administrator, AMS, and/or *-Deputy Administrators, AMS, who would be required by the nature of their staff positions to assist in such matters, -* the authority to approve designations of claims officers made by such authorized officers and employees of AMS.

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III RESPONSIBILITIES AND AUTHORITIES

Responsibilities and authorities referred to in Section II above include, but are not limited to:

A Ensuring that all claims are handled in accordance with the policies set forth in the docket and in accordance with instructions issued to implement such policies;

B Taking required action to eliminate conditions which give rise to claims;

C Making claim determinations and adjusting claims (i.e., making redeterminations and revisions) without regard to monetary limitations;

D Settling claims (i.e., compromising and withdrawing claims with face amounts of \$20,000 or less) and determining claims uncollectible with unpaid balances of \$20,000 or less;

E Settling claims in excess of \$20,000 with the approval of the Vice President, CCC; and

F Designating in writing, subject to the approval of the Vice President, CCC, personnel of ASCS divisions and commodity offices to act as claims officers.

IV DELEGATIONS OF AUTHORITY IN AMS

A The responsibilities and authorities in connection with claims arising out of the donation of food commodities for use in the United States pursuant to Section 416 of the Agricultural Act of 1949, as amended, and Section 210 of the Agricultural Act of 1956 have been delegated to the Administrator, AMS, by CCC Delegation of Authority No. *-Ca-133-*. The Administrator has by delegation No *-AMS-G59-* redelegated all such responsibilities and authorities to the Director, Food Distribution (FD) Division except the authority to approve designations of claims officers made by the Director of the FD Division which authority he has delegated to the *-Associate-* Administrator, AMS.

(IV)

B The Administrator has also delegated to the *-Associate-*
Administrator, AMS the coordinating and supervising of AMS claims
operations under the docket and the handling of any claims which
the Directors of the FD Division and the Budget and Finance Division
request the Administrator to handle.



S. R. Smith
Administrator

ACTION BY: Division Directors

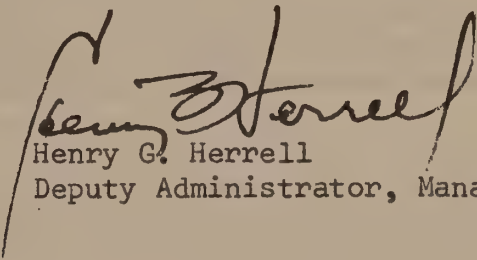
**Operation of Committees Established
Under the Agricultural Act of 1961
and Financed From Section 32 Funds**

I PURPOSE

This Instruction transmits a Memorandum of Understanding between the Agricultural Marketing Service and the Agricultural Stabilization and Conservation Service. The memorandum, which is attached as Exhibit A, sets forth the administrative responsibilities of each agency in connection with advisory committees which are to be financed from Section 32 funds.

II OPERATION OF COMMITTEES

The Memorandum of Understanding primarily covers the operation of advisory committees for which the Agricultural Stabilization and Conservation Service is responsible under various Secretary's Memoranda, but which are financed from Section 32 funds administered by AMS. However, the operation of AMS-sponsored advisory committees financed from Section 32 funds shall also be in accordance with the procedures outlined in the memorandum.


Henry G. Herrell
Deputy Administrator, Management

Attachment

Memorandum of Understanding Between the
Agricultural Marketing Service and the
Agricultural Stabilization and Conservation Service

The determination for charging Section 32 or Commodity Credit Corporation funds for the expenses of Advisory Committees established under the Agricultural Act of 1961 will be made in accordance with the interagency agreement "Criteria for Charging Costs of Activities Related to Marketing Agreement and Orders" approved by the Agricultural Marketing Service (AMS), the Agricultural Stabilization and Conservation Service (ASCS) and the General Counsel. This memorandum sets forth the responsibilities of AMS and ASCS in connection with Advisory Committees which are to be financed from Section 32 funds.

It is mutually agreed that:

a. Funds for the expense of such committees shall be allotted by AMS to the applicable AMS commodity division.

b. The Executive Secretary shall be responsible for notifying, by memorandum, the AMS commodity division when a meeting of the committee is called and the estimated amount of obligations that will be incurred. A copy of the letter sent to each committee member informing him of the meeting will be forwarded to the AMS commodity division for use in preparing a blanket travel authorization.

c. The AMS commodity division will prepare a blanket travel authorization (copy to each member) for each meeting of the committee and maintain obligation records based on information received from the Executive Secretary. The blanket travel authorization will show the name and place of residence (or other point from which travel will begin and end) of each committee member.

d. The Executive Secretary shall be responsible for the preparation of travel vouchers and shall sign the vouchers to indicate approval for payment. Upon approval, travel vouchers and any other invoices for committee expenses will be forwarded to the applicable AMS commodity division for obligation and payment purposes.

AMS INSTRUCTION 101-8
EXHIBIT A

- e. All vouchers will be counter-signed by the AMS commodity division to indicate approval for payment.
- f. The Eastern Area Administrative Division of AMS shall maintain the appropriate accounting records and process vouchers for payment.
- g. The following shall be the Travel Reimbursement Policy and procedures:

- (1) A reference to travel reimbursement should be included in the initial letter to committee members, since it undoubtedly will be a condition of acceptance by some members. However, it should not prejudice individual exercise of option. Recommended wording is: "Past experience indicates that some committee members prefer to travel at the expense of their own companies or associations. However, the Department, upon request of individual committee members, can pay travel expenses. Such request should be made in advance of the commencement of travel."
- (2) Reimbursement of travel expenses will be in accordance with the Standardized Government Travel Regulations and the Administrative Regulations of its Department. Per diem, in lieu of actual subsistence expenses, is allowed at the rate of \$16.00 per day. Also allowed are actual transportation expenses by common carrier or, when privately owned automobile is used, mileage at the rate of 9 cents per mile. Transportation by air is limited to the cost of less than first-class accommodations (coach or tourist) when such flights are available and will meet the essential requirements of the travel.
- (3) A blanket travel authorization should be executed in advance of any expense for which claim could be made. This will be done by the AMS Commodity Division controlling the funds to be charged. However, the travel authorization will be held by the Executive Secretary of the Committee, for release to members in a special "administrative" session, at which travel policy and procedures will be fully explained.

- (4) Government Transportation Requests (GTR's) should not be issued to committee members. Members should pay for their own transportation and, if they wish to do so, submit claims for reimbursement therefor, together with their claims for reimbursement of other travel expenses. Transportation tax paid by members would be reimbursable.
- (5) Travel Expense Data will be obtained by the Executive Secretary from each member desiring to claim reimbursement for expenses. This will be obtained on special, simplified forms. The forms will be distributed and explained in the meeting referred to in paragraph (3) above, so that members can take them home with them, complete them, and mail them back to the Department for transcription of data to official forms.
- (6) Travel Voucher, SF-1012, will be prepared by the Executive Secretary for each member claiming reimbursement. This will relieve committee members of a difficult task and will minimize error. Upon completion, the SF-1012, will be mailed to the traveler for his signature. Upon return, it will be processed for payment by AMS.
- (7) The appropriations to be charged shall be Section 32. Fiscal officers of the agencies involved will be kept fully informed of committee activities which concern them.
- (8) Miscellaneous expenses incurred on behalf of a committee, also should be charged to Section 32.

APPROVED

/s/ R. P. Beach
Deputy Administrator, Management, ASCS

7-22-63
Date

APPROVED

/s/ Henry G. Herrell
Deputy Administrator, Management, AMS

5-28-63
Date

ACTION BY: *Division Directors and Staff Officers*

Officials Authorized To Act As Administrator

In my absence, the following officials of the Agricultural Marketing Service are hereby authorized to serve as Acting Administrator in the order named:

Roy W. Lennartson, Deputy Administrator, Marketing Services
Omer W. Herrmann, Deputy Administrator, Marketing Research
Nathan M. Koffsky, Deputy Administrator, Economics and Statistics
Henry G. Herrell, Assistant Administrator for Management

This in no way changes existing authorities that have been granted to the above-named individuals to sign documents and otherwise officiate as Acting Administrator in their respective fields either while I am here or in my absence.

G. V. Wells

O. V. Wells
Administrator

ACTION BY: *Administrator's Staff and Division Directors*

Officials Authorized To Act As Administrator

In my absence, the following officials of the Agricultural Marketing Service are hereby authorized to serve as Acting Administrator in the order named:

Roy W. Lennartson, Associate Administrator
F. Richard Burke, Deputy Administrator, Regulatory Programs
George R. Grange, Deputy Administrator, Marketing Services
Omer W. Herrmann, Deputy Administrator, Marketing Research
Henry G. Herrell, Deputy Administrator, Management

This in no way changes existing authorities that have been granted to the above-named individuals to sign documents and otherwise officiate as Acting Administrator in their respective fields either while I am here or in my absence.



S. R. Smith
Administrator



ACTION BY: *Administrator's Staff and Division Directors*

Officials Authorized To Act as Administrator

In my absence, the following officials of the Agricultural Marketing Service are hereby authorized to serve as Acting Administrator in the order named:

Roy W. Lennartson, Associate Administrator
George R. Grange, Deputy Administrator, Marketing Services
Clarence H. Girard, Deputy Administrator, Regulatory Programs
Omer W. Herrmann, Deputy Administrator, Marketing Research
Henry G. Herrell, Deputy Administrator, Management

This in no way changes existing authorities that have been granted to the above-named individuals to sign documents and otherwise officiate as Acting Administrator in their respective fields either while I am here or in my absence.



S. R. Smith
Administrator

ACTION BY: Staff Officers and Division Directors

Functional Work Channels

I PURPOSE

This Instruction (1) prescribes functional channels for reporting and other work contacts within AMS, and between AMS and the Department; and (2) provides information on clearance routines.

II CONTACTS WITH THE ADMINISTRATOR'S OFFICE

In order to unify and coordinate our work in AMS more effectively, and to achieve the maximum utilization of time and effort, the work of the Administrator's Office is assigned to the Associate Administrator and the Deputy Administrators as shown in Exhibit A, attached. Division Directors shall make contacts with the Administrator's Office in accordance with that Exhibit, directing memorandums and phone calls to the Associate Administrator or the appropriate Deputy Administrator, depending upon the subject matter involved.

The Associate or Deputy Administrator will arrange any necessary conferences with the Administrator, or other members of his Office, obtain needed clearances and either handle the matter himself or refer it to someone else at his discretion.

III CONTACTS WITH THE SECRETARY'S OFFICE

A Correspondence.

1 Signature. To unify action in AMS, all correspondence originating in AMS divisions addressed to the Secretary's Office shall be prepared for the signature of the Administrator. (This does not apply to formal dockets or to routine administrative correspondence with Departmental Staff Offices.)

(III A)

2 Routing. The division originating correspondence addressed to the Secretary's Office shall route such correspondence (after clearances required in Section IV below) to the Associate Administrator or the appropriate Deputy Administrator, depending on the subject matter as indicated in Exhibit A. The Associate Administrator or the Deputy Administrator will secure any necessary clearances in the Administrator's Office before the correspondence is released.

B Other Contacts. In order that the Administrator's Office may be informed at all times of action planned or taken, all contacts on program or administrative matters between AMS officials and representatives of the Secretary's Office shall be made through the Associate Administrator or the appropriate Deputy Administrator, depending on the subject matter as indicated in Exhibit A. This applies to contacts with representatives of the Secretary's Office while they may be in the field, as well as to contacts in Washington. The Associate Administrator or the Deputy Administrator will either handle the matter himself or refer it to others in the Administrator's Office at his discretion.

IV OTHER CLEARANCES

A With Staff or Management Divisions. Some outgoing correspondence requiring signature in the Administrator's or the Secretary's Office has aspects that require clearances within AMS. For example, correspondence involving information matters requires clearance with the Marketing Information Division; that involving defense matters requires clearance with the Special Services Division. Similarly, correspondence containing organizational, personnel, budgetary, or other management aspects requires clearance with the appropriate management division. To expedite the handling of such correspondence, the originating division shall obtain any necessary clearances before routing the correspondence to the Administrator's Office.

B With the Office of the General Counsel. If there are aspects of outgoing correspondence for signature in the Administrator's or Secretary's Office which require clearance with the Office of the General Counsel, the originating division shall obtain such clearance

(IV B)

before routing the correspondence to the Administrator's Office.^{1/} Such clearance may be obtained, if expedient to do so, on a personal, walk-through basis.



S. R. Smith
Administrator

Attachment

^{1/} AMS Instruction 111-1, Legal Assistance Available From the Office of the General Counsel and Reporting Requirements to That Office, requires that requests for formal opinions of the General Counsel be prepared for the signature of the Deputy Administrator, Management. This is necessary in order to differentiate between purely legal and administrative solutions to problems. It may not be administratively practicable or feasible to solve a problem in a particular way even though such solution is legally authorized.

Primary Responsibility Within Administrator's
Office for AMS Functions

Function	Deputy Administrator for:				Associate Administrator
	Research	Regulatory	Marketing Services	Management	
Acreage Marketing Guides	-	-	X	-	-
Advisory Committees on Research (NARAC & Commodity & Functional)	X	-	-	-	-
Attendance at National & International Meetings, & Foreign Travel	-	-	-	X	-
AMS Awards & Publications Committee Operations	-	-	-	X	-
Budgetary & Financial Activities	-	-	-	X	-
Civil Defense Food Management	-	-	-	-	X
Civilian Food Claimancy	-	-	-	-	X
Committee Management:					
Need for Committees	X	X	X	-	-
Formal Clearance	-	-	-	X	-
Commodity Distribution	-	-	-	-	X
Commodity Inspection, Grading & Classing	-	-	X	-	-
Commodity Procurement	-	X	-	X ^{1/}	-
Contracts Research:					
Execution of	-	-	-	X	-
Review of	X	-	-	X	-

1/ Fiscal Aspects, Procurement Regulations, & Reporting

AMS INSTRUCTION 102-2
EXHIBIT A

Primary Responsibility Within Administrator's
Office for AMS Functions

Function	Deputy Administrator for:				Associate Administrator
	Research	Regula- tory	Marketing Services	Manage- ment	
Cooperative Agreements:					
Clearance, Administrative	-	-	-	X	-
Execution of (with):					
State Experiment Stations	X	-	-	-	-
Trade Associations, Business Firms, Etc. (Research)	X	-	-	-	-
State Agencies on "Distribu- tion" Programs	-	-	-	-	X ^{2/}
State Agencies, Trade Groups, Etc.:					
on Marketing Services	-	-	X	-	-
on Regulatory Matters	-	X	-	-	-
Agencies on Administrative Matters	-	-	-	X	-
Cotton Acts	-	-	X	-	-
Defense Activities	-	-	-	-	X
Defense Department Liaison:					
Marketing Services	-	-	X	-	-
Research Relationships	X	-	-	-	-
Department Research Council	X	-	-	-	-
Direct Distribution	-	-	-	-	X
Export Apple & Pear Act	-	X	-	-	-
Export Grape & Plum Act	-	X	-	-	-
Federal Seed Act	-	X	-	-	-
Federal Specifications	-	-	X	-	-

2/ Delegated to Food Distribution Division

Primary Responsibility Within Administrator's
Office for AMS Functions

Function	Deputy Administrator for:				Associate Administrator
	Research	Regulatory	Marketing Services	Management	
Field Office Openings, Closings, & Changes	-	-	-	X	-
Food & Drug Act Liaison:					
Marketing Services	-	-	X	-	-
Research Relationships	X	-	-	-	-
Food Stamp Plan Pilot Operations	-	-	-	-	X
Food Trade Activities	-	-	-	-	X
Foreign Trade Policies Ad Hoc Committee	-	-	-	-	X
Foreign Training	-	-	-	X	-
Freight Rate Services	-	X	-	-	-
General Administrative Activities	-	-	-	X	-
General Services Administration Liaison:					
Commodity Specifications	-	-	X	-	-
Other (Space, Equipment, Etc.)	-	-	-	X	-
Grading of Agricultural Commodities	-	-	X	-	-
Grain Standards Act	-	-	X	-	-
Great Plains Agricultural Council	X	-	-	-	-
Inspection Programs	-	-	X	-	-
Internal Audit Programs	-	-	-	-	X
Jacket Mail - Subject Matter Clearance	X	X	X	X	X

AMS INSTRUCTION 102-2
EXHIBIT A

Primary Responsibility Within Administrator's
Office for AMS Functions

Function	Deputy Administrator for:				Associate Administrator
	Research	Regulatory	Marketing Services	Management	
Legislative:					
Proposals (Federal-State)	-	-	-	-	X
Reports	-	-	-	-	X
Liaison - State Experiment Stations	X	-	-	-	-
Market News	-	-	X	-	-
Market Quality Research	X	-	-	-	-
Marketing Informational Programs	-	-	-	-	X
Marketing Research Programs	X	-	-	-	-
Matching Fund Programs	-	-	-	-	X
Naval Stores Act	-	X	-	-	-
Organizational Changes	-	-	-	X	-
Packers & Stockyards Act	-	X	-	-	-
Patents	-	-	-	X	-
Perishable Agricultural Commodities Act	-	X	-	-	-
Personnel Activities	-	-	-	X	-
Planning for Research Laboratories	X	-	-	-	-
Plentiful Foods Programs	-	-	X	-	-

Primary Responsibility Within Administrator's
Office for AMS Functions

Function	Deputy Administrator for:				Associate Administrator
	Research	Regulatory	Marketing Services	Management	
Poultry Products Inspection Act	-	-	X	-	-
Procurement (Commodities)	-	X	-	-	-
Public Law 480:					
Research	X	-	-	-	-
Department Working Committee	-	-	-	-	X
Requests for General Counsel's Opinions	-	-	-	X	-
Rural Area Development	-	-	-	-	X
School Lunch Program	-	-	-	-	X
Section 8e of the Agricultural Marketing Agreement Act	-	-	X	-	-
Section 32 Programs:					
Diversion	-	X	-	-	-
Export	-	X	-	-	-
Plentiful Foods	-	-	X	-	-
Procurement	-	X	-	-	-
Other	-	-	-	-	X
Special Milk Program	-	-	-	-	X
Standard Containers Acts	-	X	-	-	-
Standardization	-	-	X	-	-
State Experiment Station Liaison	X	-	-	-	-

AMS INSTRUCTION 102-2
EXHIBIT A

Primary Responsibility Within Administrator's
Office for AMS Functions

Function	Deputy Administrator for:				Associate Administrator
	Research	Regula- tory	Marketing Services	Manage- ment	
Tobacco Plant & Seed Exportation	-	X	-	-	-
Transportation & Facilities Research	X	-	-	-	-
Trust Fund Operations	-	-	X	x ³ /	-
U. S. Warehouse Act	-	X	-	-	-

3/ Rate Changes - Costing Aspects

ACTION BY: Commodity Divisions
Chairman, Coordinating Committee on Fats and Oils

INFORMATION FOR: Food Distribution Division

Designations of Commodities as Surplus

I PURPOSE

This Instruction requests commodity divisions to keep the Office of the Administrator informed on the designation of farm commodities as surplus for purposes of Public Law 480 and the Agency for International Development (AID) programming.

II BACKGROUND

From time to time commodity divisions receive requests from the Foreign Agricultural Service (FAS) for recommendations as to whether individual commodities shall be declared surplus for purposes of Public Law 480 and AID programming. Sometimes certain data such as projected volume of domestic donation are requested also. Subsequently, the Office of the Administrator takes part in interagency review of compiled recommendations. Occasionally, issues arise with which, without previous communication, it is difficult for the Administrator or his representative to deal adequately.

III ACTION REQUESTED

In order that the Office of the Administrator may be properly informed, commodity divisions are requested to take the following action:

A Information on Recommendations. When a recommendation to FAS is submitted regarding the designation of certain commodities as surplus, and the recommendation appears to be particularly significant, send an informational memorandum to the Administrator, with a copy to the Deputy Administrator, Regulatory Programs, and to the Staff Economist. Examples of significant recommendations are the first, or base, designation for

(III A)

a new crop or fiscal year, or a recommendation on which AMS may be in substantial disagreement with another agency or agencies of the Department. (This is not to discourage more complete reporting as the Division Director may see fit. The particular interest, however, is in knowing about matters that are actually or potentially in contention.) In cases of disagreement, include an explanation of the disagreement.

B Comments on FAS Statements. Before each Department-wide review of compiled recommendations, the Office of the Administrator receives from FAS a preliminary draft of a position statement for each commodity. A copy of that statement will be sent to the Director of the appropriate commodity division for comment.^{1/}

1 If there are comments, please submit them promptly. (FAS sometimes indicates "AMS concurs." However, "concurrence" may range from enthusiastic endorsement to reluctant acquiescence. Hence this opportunity for divisions to make any comments known.)

2 If there is no disagreement, no response is necessary.



S. R. Smith
Administrator

^{1/} FAS usually handles oilseeds and their products as a separate commodity group. As we have no comparable commodity organization in AMS, the Coordinating Committee on Fats and Oils (as established in AMS Instruction 109-6) will be responsible for those commodities in the same manner as the commodity divisions are for other commodities.

ACTION BY: Administrative Divisions - Washington and Area

Reporting Travel Plans

I PURPOSE

This Instruction establishes a reporting system for proposed travel plans for the AMS administrative divisions (both Washington and area), and provides a form for reporting information on the purpose, location, time, and duration of the proposed travel. This information will be used to coordinate travel plans so that maximum benefit will result from the time and funds spent by administrative people in travel.

II REPORTING PERIOD

Administrative divisions shall report proposed travel plans by 6-month periods (January-June, July-December), submitting reports to the Assistant Administrator for Management 3 weeks in advance of the period.

III PREPARATION OF REPORT

Administrative divisions shall prepare the form entitled Notice of Travel Plans (copy of which is attached for information), and submit the original copy of the report to the Assistant Administrator. Copies of the report form may be obtained from the Administrative Services Division. Washington divisions should list names of travelers in groups according to the location of proposed travel; i. e., officials traveling in the Eastern Area would be listed together, as would those traveling in the Central and Western Areas, respectively. Area administrative divisions should list travelers in groups by States.

IV COORDINATION OF TRAVEL PLANS

A Review. The Assistant Administrator and Division Directors will review the travel plans and coordinate them to the maximum extent possible so as to -

1 Secure the greatest training value possible by having someone who is thoroughly experienced in a given field or familiar with a particular program travel with one less experienced or informed;

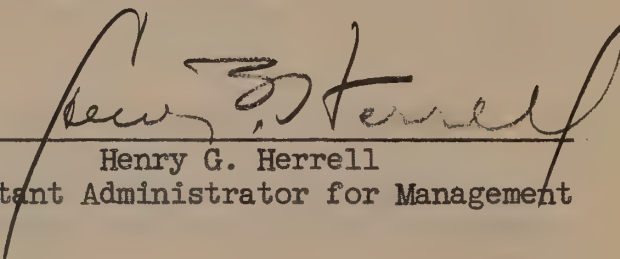
2 Provide for the representatives of two subject matter divisions, or an area division and a Washington division, to travel together where a joint trip will permit decisions involving both divisions to be made on the spot;

3 Avoid duplication of work effort, and reduce to a minimum the time program people being visited have to spend with administrative people;

4 Keep travel costs to a minimum consistent with a sound and effective administrative program within AMS.

B Approval and Distribution of Consolidated Report. After travel plans have been coordinated and approved, the Assistant Administrator will have a consolidated report prepared, and will send a copy of this report to each administrative division for circulation to key personnel so that approved travel plans may be implemented.

C Deviations from Approved Plans. It is recognized that occasions will arise requiring changes in these plans. Travel that has been approved may have to be canceled due to such causes as illness, inconvenience, or poor timing in relationship to schedules of program people being visited, etc. It may also be necessary to perform travel which by force of circumstances could not be anticipated. It is hoped, however, that every practicable effort will be made to adhere to the approved plans and to notify this office and other parties directly concerned of any substantial deviations which in the judgment of the Division Director are necessary.


Henry G. Herrell
Assistant Administrator for Management

Attachment

ACTION BY: All Divisions and Offices

Areas Serviced by Area Administrative Divisions

I PURPOSE

The purpose of this Instruction is to list the names, addresses, and telephone numbers, of the area administrative divisions together with the general geographic areas and offices serviced by them.

II APPLICATION OF THIS INSTRUCTION

This Instruction is not applicable to the activities serviced by the Eastern Area Administrative Division for Washington, D. C., and Beltsville, Md.

III GEOGRAPHIC AREAS SERVICED BY AREA ADMINISTRATIVE DIVISIONS

The names, addresses, and telephone numbers of the area administrative divisions and the States and Territories they generally service, are as follows:

Names, Addresses, and Telephone Nos.
of Area Administrative Divisions

States

Eastern Area Administrative Division^{1/}
Agricultural Marketing Service
U. S. Department of Agriculture
Washington 25, D. C.

Alabama
Connecticut
Delaware
Florida

New Jersey
New York
North Carolina
Pennsylvania

^{1/} Time and attendance reports and correspondence dealing with payrolling operations to be submitted to this Division should be mailed to the address given in AMS Instruction No. 445-1, Time and Attendance Reports.

(III)

Names, Addresses, and Telephone Nos.
of Area Administrative Divisions

States

Eastern Area (Cont.)

Telephone: Republic 7-4142

Georgia	Puerto Rico
Kentucky	Rhode Island
Maine	South Carolina
Maryland	Tennessee
Massachusetts	Vermont
Mississippi	Virginia
New Hampshire	West Virginia

Central Area Administrative Division
Agricultural Marketing Service
U. S. Department of Agriculture
536 South Clark Street
Chicago 5, Illinois

Telephone: Harrison 7-7523

Arkansas	Missouri
Illinois	Nebraska
Indiana	North Dakota
Iowa	Ohio
Kansas	Oklahoma
Louisiana	South Dakota
Michigan	Texas
Minnesota	Wisconsin

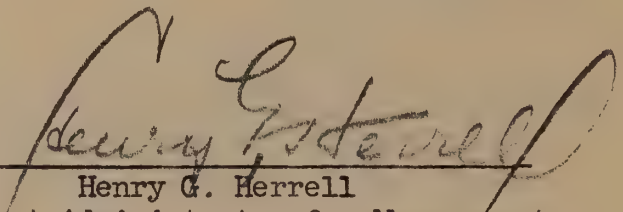
Western Area Administrative Division
Agricultural Marketing Service
U. S. Department of Agriculture
1515 Clay Street, 6th Floor
Oakland 12, California

Telephone: Twinoaks 3-6330

Arizona	New Mexico
California	Oregon
Colorado	Utah
Idaho	Washington
Montana	Wyoming
Nevada	Territory of Hawaii

IV EXCEPTIONS TO GEOGRAPHIC AREAS

This Instruction makes no changes in the exceptions to the geographic areas shown in Section III above which have previously been made for some activities to meet program needs. These exceptions are listed in Exhibit A.


Henry G. Herrell
Assistant Administrator for Management

Attachment

Exceptions to Geographic Areas 1/

Categories of Offices	Services Provided By		
	Eastern Area	Central Area	Western Area
A Cotton Division offices, El Paso and Pecos, Texas			X
B Cotton Division - cotton classing, inspection, and market news offices, in Mississippi and Tennessee		X	
C Dairy Division - inspection and grading offices in Alabama, Colorado, Kentucky, Mississippi, New Mexico, Tennessee, and West Virginia		X	
D Fruit and Vegetable Division - fresh products standardization and inspection, and processed products standardization and inspection offices, in Kentucky, Mississippi, and Tennessee		X	
E Fruit and Vegetable Division - fresh products standardization and inspection offices in Colorado		X	
F Grain Division - rice inspection offices in Mississippi		X	
G Grain Division - grain inspection office, Mobile, Alabama		X	
H Poultry Division - poultry grading and dressed poultry inspection offices in Alabama, Colorado, Kentucky, Mississippi, New Mexico, and Tennessee		X	
I Program Appraisal and Audit Division office, Dallas, Texas	X		
J Tobacco Division - all field offices wherever located	X		

1/ See AMS Instruction No. 300-1 for exceptions applicable to Personnel Services.

Chart Showing Positions for Which Personnel Services Are Provided
by the Washington Personnel Division and the Three
Area Administrative Divisions

Categories of Positions	Personnel services provided by			
	Wash.	Eastern	Central	Western
	PE Div.	Area	Area	Area
I <u>Positions with headquarters in Washington, D.C.</u>	:	:	:	:
A - All except those named in Par. I B	X	:	:	:
B - Field positions as follows: (1) in the meat grading, poultry grading, poultry inspection, and fresh fruit and vegetable inspection activities, (2)*-in the Market News Branch of the Fruit and Vegetable Division, -* (3) in the Packers and Stockyards Branch of the Livestock Division, and (4) in the Eastern Area Administrative Division except the position of director	:	X	:	:
II <u>Positions with headquarters outside Washington, D. C.</u>	:	:	:	:
A - All except those listed in Pars. B to *-S-* below	:	:Each area administrative division provides personnel services for these positions in the States and Territories in its geographical area as shown in AMS Instruction No. 103-2		
B - Positions attached to the offices of the Administrator or the Deputy Administrators	X	:	:	:
C - Positions of experts or consultants with or without compensation	X	:	:	:
D - Positions of directors, area administrative divisions	X	:	:	:
E - Positions with headquarters in Beltsville, Maryland	X	:	:	:
F - Positions in the Agricultural Economics Division	X	:	:	:
G - *- Positions in the Market Development Branch of the Marketing Research Division-*	X	:	:	:
H - *- Positions of Administrators of the Milk Market offices-*	X	:	:	:
I - Positions located outside the Continental United States, its Territories and possessions	X	:	:	:

AMS INSTRUCTION No. 300-1
EXHIBIT A

Categories of Positions	: Personnel services provided by			
	: Wash.	: Eastern	: Central	: Western
	: PE Div.:	: Area :	: Area :	: Area
J - Positions in the Cotton Division in El Paso, Texas, and Pecos, Texas	:	:	:	: X
K - Positions in the cotton classing, inspection, and market news activities of the Cotton Division in Mississippi and Tennessee	:	:	: X	:
L - Positions in inspection and grading activities of the Dairy Division in Alabama, Colorado, Kentucky, Mississippi, New Mexico, Tennessee, and West Virginia	:	:	: X	:
M - Positions in the Fresh Products Standardization and Inspection and Processed Products Standardization and Inspection Branches of the Fruit and Vegetable Division in Kentucky, Mississippi, and Tennessee	:	:	: X	:
N - Positions in the Fresh Products Standardization and Inspection Branch of the Fruit and Vegetable Division in Colorado	:	:	: X	:
O - Positions in the rice inspection service of the Grain Division in Mississippi	:	:	: X	:
P - Positions in supervision of the grain inspection activity of the Grain Division in Mobile, Alabama	:	:	: X	:
Q - Positions in poultry grading and dressed poultry inspection activities of the Poultry Division in Alabama, Colorado, Kentucky, Mississippi, New Mexico, and Tennessee	:	:	: X	:
R - Positions in the Program Appraisal and Audit Division in Dallas, Texas	:	: X	:	:
S - Positions in the Tobacco Division, wherever located, except those in Beltsville, Maryland (See Item II E)	:	: X	:	:

ACTION BY: All Divisions and Offices

Offices Responsible for Providing
Administrative, Budget and Finance, and Personnel Services

I PURPOSE

This Instruction identifies the areas serviced by the Area Administrative (AA) Divisions. It also describes the responsibilities of the management divisions in Washington and the AA Divisions for servicing Washington and field offices. The management divisions are the Administrative Services (AS), Budget and Finance (BF), and Personnel (PE) Divisions.

II GEOGRAPHIC AREAS SERVICED BY AA DIVISIONS

The names, post-office addresses, and telephone numbers of the AA Divisions and the States they service are listed below.

<u>Names, Addresses, and Telephone Numbers of AA Divisions</u>	<u>Areas Serviced</u>
Eastern Area Administrative Division ^{1/} Agricultural Marketing Service U. S. Department of Agriculture Washington 25, D. C.	Alabama Connecticut Canada Prov. of Quebec Delaware Dist. of Columbia Florida Georgia Kentucky Maine Maryland Massachusetts Mississippi
Telephone: DUDley 8-4630	New Hampshire New Jersey New York North Carolina Pennsylvania Puerto Rico Rhode Island South Carolina Tennessee Vermont Virginia West Virginia

^{1/} Time and attendance reports and correspondence dealing with payroll-ing operations to be submitted to the Eastern AA Division should be mailed to P. O. Box 7409 Benjamin Franklin Station, Washington 4, D.C.

(II)

<u>Names, Addresses, and Telephone Numbers of AA Divisions</u>	<u>Areas Served</u>
Central Area Administrative Division	Arkansas
Agricultural Marketing Service	Illinois
U. S. Department of Agriculture	Indiana
536 South Clark Street	Iowa
Chicago 5, Illinois	Kansas
	Louisiana
Telephone: Harrison 7-7523	Michigan
	Minnesota
	Missouri
	Nebraska
	North Dakota
	Ohio
	Oklahoma
	South Dakota
	Texas
	Wisconsin
Western Area Administrative Division	Alaska
Agricultural Marketing Service	Arizona
U. S. Department of Agriculture	California
2180 Milvia Street	Colorado
Berkeley 4, California	Hawaii
	Idaho
Telephone: THornwall 1-5121	Montana
	Nevada
	New Mexico
	Oregon
	Utah
	Washington
	Wyoming

III RESPONSIBILITIES FOR PROVIDING SERVICES

A In the Field.

1 By AA Divisions. Generally the AA Divisions provide all administrative services for field offices in their geographic areas. Such services include property, space, and records management; payroll-ing; employment; classification; etc. However, certain geographical exceptions are necessary because of program or functional needs. The exceptions are listed in Exhibit A, attached, and in paragraphs 2 and 3 below.

2 By PE Division. The PE Division in Washington has been delegated authority for and provides personnel services for certain positions wherever located. These positions are identified in Exhibit B, distributed to AA Divisions and the PE Division only. If field offices have questions regarding personnel services for any positions, they should refer the questions to the AA Division.

(III A)

3 By PE Division and the AA Divisions. There are certain kinds of personnel actions (SF-50, Notification of Personnel Actions or OF-8, Position Description) which require prior clearance with or through the PE Division before AA Divisions can exercise delegated authority. These actions are listed in Exhibits C and D, distributed to the PE and AA Divisions only.

B In Washington, D. C., and Beltsville, Md. Services are provided to offices located in Washington, D. C., and Beltsville, Md., as follows:

1 Administrative Services. Generally, the AS Division provides property and space management, and other like administrative services^{2/} for offices located in Washington, D. C. (including all field offices located in Washington). The Eastern AA Division provides such services for offices located in Beltsville, Md. Exceptions are as follows:

a The AS Division is responsible for providing all services relating to (1) forms reproduction and distribution, and (2) cooperative documents (research and service) and research contracts.

b The Eastern AA Division is responsible for purchasing all supplies, equipment, and services, except supplies requisitioned directly from the Central Supply Section.

2 Budget and Finance Services. The Eastern AA Division furnishes budget and finance services for both Washington and Beltsville, except certain portions of the billing and collection activities and

^{2/} For services performed by the AS Division in connection with forms, procedures, records and reports management, see AMS Instructions 203-1, 122-1, 209-1, and 270-2, respectively.

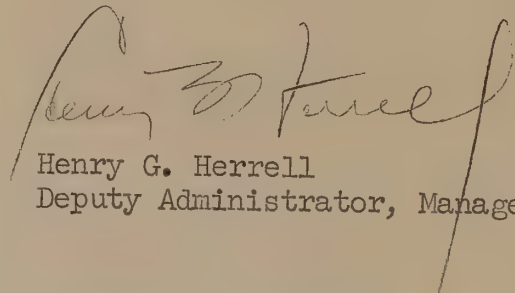
(III B 2)

payments to the various State agencies on the National School Lunch and Special Milk programs. Such services are provided by the BF Division.

3 Personnel Services. The PE Division provides personnel services for Departmental positions in Washington and Beltsville. The Eastern AA Division provides personnel services for field positions (except that of the Director of the Eastern AA Division) located in Washington.

IV CORRESPONDENCE AND DOCUMENTS

All correspondence and documents related to the services provided as outlined herein should be sent to the division (AA, AS, BF, or PE) which provides the service.


Henry G. Herrell
Deputy Administrator, Management

Attachments:

Exhibit A

Exhibits B, C, and D (distributed to PE and AA Divisions only)

Offices		Services Provided By		
		EAAD	CAAD	WAAD
A	All field offices except (1) those listed in paragraphs B through J below, and (2) those serviced as indicated in Section III of the Instruction.	Each AA Division provides services in the States in its geographical area. (See Section II of the Instruction.)		
B	Cotton Division:			
	El Paso and Pecos, Tex.			X
	Cotton classing, inspection, and market news offices in Mississippi and Tennessee		X	
C	Dairy Division:			
	Inspection and grading offices in Alabama, Kentucky, Mississippi, Tennessee, and West Virginia		X	
	Market news offices in Kentucky		X	
D	Food Distribution Division:			
	Las Vegas, N. Mex.		X	
E	Fruit and Vegetable Division:			
	Processed products standardization and inspection offices in Kentucky, Mississippi, and Tennessee		X	
	Fresh products standardization and inspection offices in Colorado, Kentucky, Mississippi, and Tennessee		X	

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Servicing of Field Offices by AA Divisions (Con.)

Offices		Services Provided by		
		EAAD	CAAD	WAAD
F	Grain Division:	:	:	:
	Grain inspection offices in Mobile, Ala.; Louisville, Ky.; Memphis and Nashville, Tenn.; and Denver, Colo.	:	X	:
	Rice inspection offices in Mississippi and Tennessee	:	X	:
G	Internal Audit Division:	:	:	:
	Dallas, Texas	X	:	:
H	Livestock Division:	:	:	:
	Meat grading offices in -	:	:	:
	Little Rock, Ark.; and New Orleans and Shreveport, La.	X	:	:
	Scotts Bluff and Sidney, Nebr.; and Rapid City, S. Dak.	:	:	X
	Lexington and Louisville, Ky.; Albuquerque and Roswell, N. Mex.; Buffalo and Rochester, N. Y.; and Pittsburgh, Pa.	:	X	:
	Market news office in Amarillo, Texas	:	:	X
I	Poultry Division:	:	:	:
	Poultry grading offices in Alabama, Colorado, Kentucky, Mississippi, New Mexico, and Tennessee	:	X	:
	Poultry inspection offices in Colorado, Kentucky, and New Mexico	:	X	:
J	Tobacco Division:	:	:	:
	All field offices wherever located	X	:	:

Exceptions to Geographic Areas^{1/}

Categories of Offices	Services Provided By		
	Eastern Area	Central Area	Western Area
A Cotton Division offices, El Paso and Pecos, Texas			X
B Cotton Division - cotton classing inspection, and market news offices, in Mississippi and Tennessee		X	
C Dairy Division - inspection and grading offices in Alabama, Colorado, Kentucky, Mississippi, New Mexico, Tennessee, and West Virginia		X	
D Fruit and Vegetable Division - processed products standardization and inspection offices, in Kentucky, Mississippi, and Tennessee		X	
E Fruit and Vegetable Division - fresh products standardization and inspection offices in Colorado, *-Kentucky, Mississippi, and Tennessee-*		X	
F Grain Division - rice inspection offices in Mississippi *-and Tennessee-*		X	
G Grain Division - grain inspection offices, Mobile, Alabama		X	
*-H Poultry Division - poultry grading offices in Alabama, Colorado, Kentucky, Mississippi, New Mexico, and Tennessee		X	
I Poultry Division - poultry inspection offices in Colorado, Kentucky, and New Mexico-*		X	
J*-Internal-* Audit Division office, Dallas, Texas	X		
K Tobacco Division - all field offices wherever located	X		

^{1/} See AMS Instruction No. 300-1 for exceptions applicable to Personnel Services.

ACTION BY: All Divisions and Offices

Establishing, Closing, and Relocating
Field Offices

I PURPOSE

This Instruction outlines procedure for obtaining prior approval for establishing, closing, and relocating AMS field offices.

II APPROVAL REQUIREMENTS

Except as provided in paragraph B of this section, prior approval is required for establishing, closing, or relocating a field office. The establishment of an office must be in accordance with the approved functional chart.

A Actions Requiring Approval. The attached chart (Exhibit A) lists by organizational unit the AMS field offices requiring approval, and the officials of the Department and AMS authorized to approve the establishment, closing, and relocation of field offices. Even though future changes in the organizational structure take place, the chart should serve as a guide for determining, by analogy, the type of office for which approval is required and the official authorized to give approval.

B Actions Not Requiring Approval. Prior approval is not required for the following: (However, the appropriate Area Administrative (AA) Division should be advised promptly before any action is taken, or before any contact is made outside AMS concerning space or other administrative services in connection with such action. Field offices shall not take any action or plan office moves without obtaining approval of the appropriate program Division Director).

1 Expanding the functions and activities of a field office which is already established, provided that such expansion is limited to the functions and activities assigned to the immediate organizational unit of which the office is a part and is provided for financially. For Example: A field office of the Market Organization and Cost Branch,

(II B 1)

Marketing Research Division, may carry out research involving one or all Sections or activities in that Branch, whereas an office of the Quality Evaluation Section, Biological Sciences Branch, Marketing Research Division, is limited to any or all activities of the Section.

2 An office moving to another location within a city.

3 A seasonal office in the inspection, grading, classing, and market news services (except cotton classing) when the action to be taken does not require the rental of space or the establishment of position(s) with official headquarters at the location.

4 Research offices established under cooperative arrangements with Land Grant colleges which do not require the rental of space. The positions for such offices will, of course, require authorization in accordance with appropriate regulations.

III RESPONSIBILITIES FOR OBTAINING APPROVAL

A Division Directors. When approval for establishing, closing, or relocating a field office is required, the division director shall, as necessary:

1 Arrange through the appropriate AA Division for space, equipment, establishment of positions, and other related services, and through the Budget and Finance (BF) Division for financing. Initiate negotiations for such services sufficiently in advance of submitting request for approval so as not to delay action when approval has been obtained. (Final action shall not be taken until approval has been granted.)

2 Transmit for approval to the Director, Personnel (PE) Division, six copies of Form AMS-6, Request to Establish, Close, or Relocate Field Office. Include on the form only the information called for by the form. A completed form is attached as Exhibit B.

B Director, PE Division. The Director, PE Division, shall:

1 Approve or disapprove the request (Form AMS-6) and, as required, obtain the approval or disapproval of (1) the Assistant Administrator for Management and (2) the Administrative Assistant Secretary of Agriculture.

(III B)

2 Notify all divisions concerned of the action taken by sending a copy of the approved or disapproved form to each (1) the requesting division, (2) the AA Division, (3) the BF Division, and (4) the Administrative Services Division.

O. V. Wells

O. V. Wells
Administrator

Attachments

AMS FIELD OFFICES

Approval:

A - Administrative Asst. Secretary
B - Asst. Admin. for Mgmt.-AMS
C - Director, Personnel Div.-AMS

OFFICE	A	B	C
Agricultural Economics Division			
Farm Population & Rural Life Branch			
Research Field Offices			X
Agricultural Estimates Division			
State Offices	X		
Statistical Laboratories			X
Livestock & Poultry Statistics Branch			
Western Livestock Office			X
Dairy Statistics Branch			
Chicago Dairy Office			X
Area Administrative Divisions	X		
Leased Wire Offices		X	
Resident Work Groups		X	
Cotton Division			
Area Offices	X		
Cotton Classing Offices			X
Grading & Market News Branch			
Market Information Office	X		
Grading Control Office	X		
Standardization & Testing Branch			
Laboratories			X
Dairy Division			
Inspection & Grading Branch			
Area Offices	X		
Inspection & Grading Laboratory (Chicago)			X
Market News Branch			
Area Offices	X		
Market News Offices		X	

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EXHIBIT A

OFFICE	A	B	C
Food Distribution Division			
<u>Area Offices</u>	X		
<u>Sub-Area Offices</u>		X	
Fruit & Vegetable Division			
<u>Marketing Field Offices</u>		X	
Regulatory Branch			
<u>Regulatory Field Offices</u>		X	
Market News Branch			
<u>Market News Offices</u>		X	
Processed Products Standardization & Inspection Branch			
<u>District Offices</u>	X		
<u>Area Offices</u>			X
Fresh Products Standardization & Inspection Branch			
<u>District Offices</u>	X		
<u>Area Offices</u>			X
<u>Shipping Point Offices</u>			X
Grain Division			
<u>General Field Headquarters</u>	X		
<u>Pacific Coast Headquarters</u>	X		
<u>District Offices</u>		X	
<u>Sub-District Offices</u>			X
Market News Branch			
<u>Market News Offices</u>		X	
Seed Branch			
<u>Seed Laboratories</u>			X
Livestock Division			
Packers & Stockyards Branch			
<u>Area Offices</u>	X		
<u>District Offices</u>			X
Rates & Registrations Section			
<u>Valuation Engineering Offices</u>			X
Weighing & Scales Section			
<u>Area Inspection Offices</u>			X
Market News Branch			
<u>Area Offices</u>	X		
<u>Market News Offices</u>		X	
Grading Branch			
<u>Asst. National Supervisors</u>	*	*	*
<u>Main Stations</u>			X
Standardization Branch			
<u>Wool Laboratory</u>			X

* Controlled by position allocation.

OFFICE	A	B	C
Marketing Information Division			
Area Offices	X		
Marketing Research Division			
Transportation & Facilities Branch			
Handling & Facilities Research Section			
Field Offices			X
Wholesaling and Retailing Section			
Field Offices			X
Transportation Section			
Field Offices			X
Biological Sciences Branch			
Quality Maintenance & Improvement Section			
Field Offices			X
Sub-Offices			X
Quality Evaluation Section			
Field Offices			X
Sub-Offices			X
Stored-Product Insects Section			
Field Offices			X
Sub-Offices			X
Market Organization & Costs Branch			
Field Offices			X
Research Councils		X	
Internal Audit Division			
Area Offices	X		
Sub-Area Offices		X	
Poultry Division			
Inspection Branch			
Area Offices	X		
Grading Branch			
Area Offices	X		
Federal-State Offices			X
Terminal Offices			X

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EXHIBIT A

OFFICE	A	B	C
Tobacco Division			
Marketing Programs Branch			
District Offices	X		
Market News Offices		X	
Area Inspection Offices			X
Naval Stores Branch			
Area Supervisors		X	
Market News Offices		X	
Special Services Division			
U.S. Warehouse Act Branch			
Area Offices	X		

Approval:

- A - Administrative Assistant Secretary
- B - Asst. Admin. for Management - AMS
- C - Director, Personnel Division - AMS

FORM AMS-6
(2-11-57)U. S. DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE

REQUEST TO ESTABLISH, CLOSE OR RELOCATE FIELD OFFICE

DIVISION Livestock	BRANCH Meat Grading	SECTION
ESTABLISH OFFICE	CLOSE OFFICE	RELOCATE OFFICE*
ADDRESS 1775 Water Street Littleville, Nebraska	ADDRESS	PRESENT ADDRESS
		PROPOSED ADDRESS
EFFECTIVE DATE 7/1/57	ESTIMATED ANNUAL BUDGET \$85,000.	HAVE ARRANGEMENTS BEEN MADE FOR FINANCING THESE ESTIMATED COSTS? YES ☒ NO ☐
DESCRIPTION OF ACTIVITY OR FUNCTION AND REASON OR JUSTIFICATION		

It is necessary to establish an additional main station to provide adequate meat grading service within a hundred mile radius of Littleville. Requests for service in this area have increased to a point where it warrants the establishment of a new main station in order to provide adequate service. This area has been serviced in the past from the main station located at Lincoln and simultaneous with the opening of this new office the area serviced out of Lincoln will be reduced accordingly.

PRESENT AND/OR PROPOSED STAFFING PATTERN

- 1 Main Station Supervisor GS-11
- 1 Asst. Main Station Supervisor GS-10
- 10 Meat Graders GS-9
- 3 Other (GS-3 to 5)

DATE 6/1/57	TITLE Administrative Officer	SIGNATURE OF DIVISION REPRESENTATIVE John Doe.	
APPROVED			
DIRECTOR, PERSONNEL DIVISION Richard Roe	DATE 6/2/57	ASSISTANT ADMINISTRATOR FOR MANAGEMENT	DATE

*Relocate means moving to another city. It does not include changing addresses within a city.

AMST-WASH

AMS AGRICULTURAL ECONOMICS DIV
STATISTICAL & HIST RES BR
AGRICULTURAL HISTORIAN
10-3-56
AMS-R1

ACTION BY: All Divisions and Offices

Establishing, Closing, or Relocating Field Offices

I PURPOSE

This Instruction outlines procedure for obtaining prior approval for establishing, closing, or relocating AMS field offices.

II APPROVAL REQUIREMENTS

Except as provided in paragraph B of this Section, prior approval is required for establishing, closing, or relocating a field office. The establishment of an office must be in accordance with the approved functional chart.

A Actions Requiring Approval. The attached chart (Exhibit A) lists by organizational unit the AMS field offices requiring approval, and the officials of the Department and AMS authorized to approve the establishment, closing, or relocation of field offices. Even though future changes in the organizational structure take place, the chart should serve as a guide for determining, by analogy, the type of office for which approval is required and the official authorized to give approval.

B Actions Not Requiring Approval. Prior approval as set forth in this Instruction is not required for the following; however, the appropriate Area Administrative (AA) Division shall be informed promptly before any action is taken or before any contact is made outside AMS concerning space or other administrative services in connection with such action. (Neither shall field offices take any action or plan office moves without obtaining approval of the program division headquarters office.)

1 Expanding the functions and activities of a field office which is already established, provided that such expansion is limited to the functions and activities assigned to the immediate organizational unit of which the office is a part and is provided for financially.

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(II B)

* 2 An office moving to another location within a city *-or
* another location outside the city but still using the same post office.-*

* 3 A seasonal office in the inspection, grading, classing,
and market news services (except cotton classing) when the action to
* be taken does not require * * * the establishment of position(s) with
official headquarters at the location.

III RESPONSIBILITIES FOR OBTAINING APPROVAL

A Division Directors. When approval for establishing, closing,
or relocating a field office is required, the Division Director shall,
as necessary:

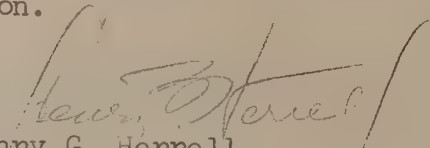
1 Transmit for approval to the Director, Personnel (PE)
Division, six copies of Form AMS-6, Request to Establish, Close or
Relocate Field Office. Include on the form only the information
called for by the form. A completed form is attached as Exhibit B.

2 Arrange through the appropriate AA Division for space,
equipment, establishment of positions, and other related services, and
through the Budget and Finance (BF) Division for financing. Initiate
negotiations for such services sufficiently in advance of submitting
request for approval so as not to delay action when approval has been
obtained. (Final action shall not be taken until approval has been
granted.)

B Director, PE Division. The Director, PE Division, shall:

1 Approve or disapprove the request (Form AMS-6) and, as
required, obtain the approval or disapproval of (a) the Deputy
Administrator, Management, and (b) the Administrative Assistant
Secretary of Agriculture.

2 Notify all divisions concerned of the action taken by
sending a copy of the approved or disapproved form to each (a) the
requesting division, (b) the AA Division, (c) the BF Division, and
(d) the Administrative Services Division.


Henry G. Herrell
Deputy Administrator, Management

Attachments

Approval Required for
AMS Field Offices

Office	Approval By: <u>1/</u>		
	A	B	C
Area Administrative Divisions	X		
Leased Wire Offices		X	
Resident Work Groups		X	
Cotton Division			
Area Offices	X		
Cotton Classing Offices			X
Grading & Market News Branch			
Market Information Office	X		
Grading Control Office	X		
Standardization & Testing Branch			
Laboratories			X
Dairy Division			
Inspection & Grading Branch			
Area Offices	X		
Inspection & Grading Laboratory (Chicago)			X
Market News Branch			
Area Offices	X		
Market News Offices		X	
Food Distribution Division			
Area Offices	X		
Sub-Area Offices		X	
Project Offices		X	

1/ Letters indicate approval required as follows:

- A - Administrative Assistant Secretary
- B - Deputy Administrator, Management, AMS
- C - Director, Personnel Division, AMS

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EXHIBIT A

Office	Approval By:		
	A	B	C
Fruit & Vegetable Division			
Marketing Field Offices		X	
Fresh Products Standardization & Inspection Branch			
District Offices	X		
Area Offices			X
Shipping Point Offices			X
Market News Branch			
Market News Offices		X	
Processed Products Standardization & Inspection Branch			
District Offices	X		
Area Offices			X
Regulatory Branch			
Regulatory Field Offices		X	
Grain Division			
Inspection Branch			
Area Offices	X		
District Offices		X	
Market News Branch			
Area Offices	X		
Market News Offices		X	
Seed Branch			
Seed Laboratories			X
Livestock Division			
Grading Branch			
National Technical Supervisors	2/	2/	2/
Main Stations			X
Market News Branch			
Area Offices	X		
Market News Offices		X	
Standardization Branch			
Wool Laboratory			X

2/ Controlled by position allocation.

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EXHIBIT A

Office	Approval y:		
	A	B	C
Market Quality Research Division			
Field Crop and Animal Products Branch			
Field Offices			X
Sub-Offices			X
Horticultural Crops Branch			
Field Offices			X
Sub-Offices			X
Stored-Product Insects Branch			
Field Offices			X
Sub-Offices			X
Marketing Information Division			
Area Offices	X		
Packers and Stockyards Division			
Area Offices	X		
District Offices			X
Sub-Offices			X
Rates and Registration Branch			
Stockyard Engineering Section	X		
Scales and Weighing Branch			
Field Offices			X
Poultry Division			
Grading Branch			
Area Offices	X		
Federal-State Offices			X
Terminal Offices			X
Inspection Branch			
Area Offices	X		

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EXHIBIT A

Office	Approval By:		
	A	B	C
Special Services Division			
U. S. Warehouse Act Branch			
<u>District Offices</u>	X		
Tobacco Division			
Marketing Programs Branch			
<u>District Offices</u>	X		
<u>Market News Offices</u>		X	
<u>Area Inspection Offices</u>			X
Naval Stores Branch			
<u>Area Supervisors</u>		X	
<u>Market News Offices</u>		X	
Transportation & Facilities Research Division			
Handling & Facilities Research Branch			
<u>Field Offices</u>			X
Transportation Research Branch			
<u>Field Offices</u>			X
Wholesaling and Retailing Research Branch			
<u>Field Offices</u>			X

REQUEST TO ESTABLISH, CLOSE OR RELOCATE FIELD OFFICE

DIVISION Livestock	BRANCH Meat Grading	SECTION
ESTABLISH OFFICE	CLOSE OFFICE	RELOCATE OFFICE*
ADDRESS 1775 Water Street Littleville, Nebraska	ADDRESS	PRESENT ADDRESS
		PROPOSED ADDRESS
EFFECTIVE DATE 10/1/62	ESTIMATED ANNUAL BUDGET \$85,000	HAVE ARRANGEMENTS BEEN MADE FOR FINANCING THESE ESTIMATED COSTS? YES ☒ NO ☐
DESCRIPTION OF ACTIVITY OR FUNCTION AND REASON OR JUSTIFICATION		

It is necessary to establish an additional main station to provide adequate meat grading service within a hundred mile radius of Littleville. Requests for service in this area have increased to a point where it warrants the establishment of a new main station in order to provide adequate service. This area has been serviced in the past from the main station located at Lincoln, and simultaneous with the opening of this new office the area serviced out of Lincoln will be reduced accordingly.

PRESENT AND/OR PROPOSED STAFFING PATTERN

1 Main Station Supervisor GS-12
1 Asst. Main Station Supervisor GS-11
10 Meat Graders GS-9
1 Other (GS-3 to 5)

DATE 9/3/62	TITLE Administrative Officer	SIGNATURE OF DIVISION REPRESENTATIVE
APPROVED		
DIRECTOR, PERSONNEL DIVISION	DATE	ASSISTANT ADMINISTRATOR, PERSONNEL MANAGEMENT Deputy
		DATE

*Relocate means moving to another city. It does not include changing addresses within a city.

Approval Required for
AMS Field Offices

Office	Approval By: <u>1/</u>		
	A	B	C
Area Administrative Divisions	X		
Leased Wire Offices		X	
Resident Work Groups		X	
Cotton Division			
Area Offices	X		
Cotton Classing Offices			X
Grading Branch			
Grading Control Section	X		
Standards Preparation and			
Distribution Section	X		
Marketing Programs Branch			
Market News Section	X		
Quotations Section	X		
Standards and Testing Branch			
Standardization Section	X		
Testing Section	X		
Laboratories			X
Dairy Division			
Inspection and Grading Branch			
Area Offices	X		
Laboratory (Chicago)			X
Sub-Laboratory (Syracuse)			X
Market News Branch			
Area Offices	X		
Market News Offices		X	

1/ Letters indicate approval required as follows:

- A - Administrative Assistant Secretary
- B - Deputy Administrator, Management, AMS
- C - Director, Personnel Division, AMS

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EXHIBIT A

Office	Approval By:		
	A	B	C
Food Distribution Division			
Area Offices	X		
Sub-Area Offices		X	
Project Offices		X	
Fruit and Vegetable Division			
Marketing Field Offices		X	
Fresh Products Standardization & Inspection Branch			
District Offices	X		
Area Offices			X
Shipping Point Offices			X
Market News Branch			
Market News Offices		X	
Processed Products Standardization & Inspection Branch			
District Offices	X		
Area Offices			X
Regulatory Branch			
Regulatory Field Offices		X	
Grain Division			
Inspection Branch			
Area Offices	X		
District Offices		X	
Market News Branch			
Area Offices	X		
Market News Offices		X	
Seed Branch			
Seed Laboratories			X
Livestock Division			
Meat Grading Branch			
National Technical Supervisors	2/	2/	2/
Main Stations			X
Market News Branch			
Area Offices	X		
Market News Offices		X	
Standardization Branch			
Wool Laboratory			X

2/ Controlled by position allocation.

Office	Approval By:		
	A	B	C
Marketing Information Division			
<u>Area Offices</u>	X		
Packers and Stockyards Division			
<u>Area Offices</u>	X		
<u>Market Supervisory Offices</u>			X
Rates and Registration Branch			
<u>Stockyard Engineering Section</u>	X		
Poultry Division			
Grading Branch			
<u>Area Offices</u>	X		
<u>Field Offices</u>			X
Inspection Branch			
<u>Area Offices</u>	X		
Special Services Division			
U. S. Warehouse Act Branch			
<u>District Offices</u>	X		
Tobacco Division			
<u>District Offices</u>	X		
<u>Market News Offices</u>		X	
<u>Area Inspection Offices</u>			X

